

## Data Mailer Definition Glossary

**NUMBER OF LIVING UNITS:** A living unit is defined as any room or group of rooms designed as the living quarters of one family or household, equipped with cooking and toilet facilities, and having an independent entrance from a public hall or from the outside.

### **STYLES:**

|              |              |             |
|--------------|--------------|-------------|
| A-Frame      | Duplex       | Ranch       |
| Bungalow     | Log Home     | Row House   |
| Cape Cod     | Mansion      | Split Level |
| Colonial     | Manufactured | Town House  |
| Condominium  | Old Style    | Tudor       |
| Contemporary | Other        |             |
| Cottage      | Raised Ranch |             |

**APPROXIMATE YEAR BUILT:** The approximate year built, if known (refers to the original date of construction).

**STORY HEIGHT:** The number shown reflects the story height for the main section of the dwelling noted in the sketch as **A**. Homes with a "knee wall" in the upper floor area are noted as half-story, unless there are large dormers expanding this area. A Cape Cod style home with a dormer along the majority of the front or back of the home would be reflected 1.75 story while all other capes would be considered 1.50 story. Please refer to the project website for additional information and examples.

**ATTIC:** the area above the ceiling of the top floor and below or within the pitch of the roof and there must be a **permanent stairway** leading to it. There must also be adequate headroom at the peak of the roof. Possible attic entries include:

**NONE** - No attic means there is no permanent stairway.

**UNFINISHED** - An unfinished attic having only a subfloor and stairs

**PT FINISHED** - Either an undivided (one room) fully finished attic or a divided (two rooms) semi-finished attic where one room is finished and one room is unfinished.

**FULLY FINISHED** - A divided (two or more rooms) and fully finished attic.

**HEATING SYSTEM:** Possible choices for primary heating system:

**NONE** – Dwelling has no heat source.

**NON CENTRAL** - Heat is primarily provided by stoves or space heaters.

**ELECTRIC** - Heat is primarily provided through an electric baseboard heating system.

**HOT AIR** - Heat is primarily provided through a central forced air system.

**HOT WATER** - Heat is provided primarily through a central hot water system.

**RADIANT** - Electric elements or fluid filled tubes imbedded in floor, walls or ceiling.

**STEAM** - Heat is provided primarily through a central steam system.

**FUEL TYPE:** Possible choices for primary fuel type:

**NONE**  
**OIL**  
**SOLAR**  
**WOOD**

**GEOHERMAL**  
**ELECTRIC**  
**GAS**

**CENTRAL AIR CONDITIONING:**

**YES** - A central heating and cooling system that includes ductwork for at least the AC or central cooling system that does not utilize ductwork is present

**NO** - No central air conditioning system is present

**FIREPLACES:** The number of usable (not permanently blocked) fireplace openings that exist in the dwelling. Please note if it is a wood-burning (masonry chimney), gas or zero clearance fireplace.

**TOTAL ROOMS:** Total number of separate rooms (excluding bathrooms, hallways, and utility rooms) comprising the living area of the dwelling

**TOTAL BEDROOMS:** The number of rooms in a residence that were designed to be used primarily as a bedroom, even though they may currently be used as an office or den; bedrooms normally contain a closet.

**TOTAL KITCHENS:** A residential kitchen is, at a minimum, equipped with a stove, a sink with hot and cold running water, a refrigerator.

**TOTAL FULL BATHROOMS:** The number of full baths in the residence. FULL BATH refers to the number of three or more fixture bathrooms which include a toilet, sink, and bathtub or shower stall.

**TOTAL HALF BATHROOMS:** The number of half baths in the residence. HALF BATH refers to the number of two fixture bathrooms usually includes a toilet and sink.

**BASEMENT:** Describes the area found under the main section of the dwelling noted in the sketch as **A**, which is completely or partially below the ground. Possible basement entries include

**PIER/SLAB** - A residence without a basement that is built either on a concrete slab or on individual piers or pilings.

**CRAWL** - A crawl space consists of the area between the ground and a joisted first floor set on foundation walls.

**PARTIAL** - A residence that has been excavated to provide a basement six or more feet in height beneath 75% or less of the first floor area. The remainder of the first floor area is over either crawl space, piers, or a slab.

**FULL** – a residence that has been excavated to provide a basement six or more feet in height beneath more than 75% of the first floor area.

**RAISED** - A basement that is substantially above grade. Raised ranches and split levels will have at least partial raised basements, however they will be listed as FULL basements. This code is used for other types of dwellings – such as high ranches – to note the existence of this feature when it is not typical for the style.

**BASEMENT GARAGE SPACES:** This item is used to record the actual number of cars for which a basement garage has been designed.

**FINISHED BASEMENT AREA:** Describes finished area in the basement level which is equal to the finish found in the upper floor areas and livable year round (it is of higher quality than rec room). Finished basement area is NOT included in the Total Living Area shown on the data mailer, however it is considered to be living area for raised ranches and the above grade sections of split level dwellings.

**BASEMENT REC ROOM:** A finished recreation room will have finished walls, floors, and ceilings, as well as adequate lighting and possibly heat. Rec rooms are typically one large area such as family or play rooms. Minimal partitioning may exist, such as a small bath. Rec room area is not included in the Total Living Area.

**UNFINISHED OR CATHEDRAL AREA:** Unfinished area indicates the absence of ceiling, wall, and floor finish in a considerable portion of the dwelling that would normally be expected to be finished. Cathedral area is any section of a dwelling that was constructed as two-stories but has no living area on the second level as it is open to the first floor. Vaulted or tray ceilings are NOT considered cathedral. An example is an open foyer in a colonial style dwelling. Enter the square footage of the open area. The area listed here is NOT included in the Total Living Area.

**TOTAL LIVING AREA:** The total square footage of the dwelling calculated using EXTERIOR measurements that is considered actual living area. This would not include porches, garages, decks, basements, unfinished attics, rec rooms or area listed as unfinished or cathedral area. Finished basement area is NOT included in the Total Living Area shown on the data mailer, however it is considered to be living area for raised ranches and the above grade sections of split level dwellings.

## **INSTRUCTIONS:**

### **MARK APPROPRIATE STATEMENT**

**If CORRECT as marked:**

- Sign
- Date
- Return to Assessor's Office, 16 Croton Ave, Ossining, NY 10562

**If NOT CORRECT as marked:**

- Note changes adjacent to incorrect data
- Provide your day time telephone number
- Sign
- Date
- Return to Assessor's Office, 16 Croton Ave, Ossining, NY 10562

The enclosed data sheet must be returned whether the information is deemed correct or not. No changes will be made to the property data without this sheet. If data is flagged as incorrect by the property owner, field verification may be required to make corrective changes.