



Residential Estimator Program

Program Reference

October 2003



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Overview

This *Program Reference* contains detailed instructions about using the Marshall & Swift Residential Estimator Program, part of the SwiftEstimator suite. As a reference guide, you should use it in a random fashion. In some places it contains repetition of instructions for ease of use.

In the instructions throughout this manual, the term “click on” means that you point at an item using the mouse, then click the left mouse button. The term “right click on” means that you point at an item using the mouse, then click the right mouse button.

Residential Estimator is designed for use with Microsoft Internet Explorer 5.5 or later and a minimum screen resolution of 800x600.

Obtaining Technical Support

If you encounter a problem with the installation or operation of Residential Estimator, first refer to this *User Guide* or the help system for a solution. If the problem cannot be resolved in this way, or you have questions not answered in this *User Guide*, please call us at one of the following technical support numbers:

1-800-526-2756 or
1-213-683-9000

Fax: 1-213-683-9043

Support Hours: Monday - Friday, 7 a.m. until 4 p.m. Pacific Time

When calling technical support, please have the following information available:

- Browser type and version (e.g., Internet Explorer 5.5). You can usually find the browser version in by selecting Help then About when using the browser.
- Internet Connection Method (DSL, Cable Modem, Dialup Modem including connection speed, etc.).
- Operating system (Windows® 98, Windows® NT, Windows® XP, etc.).
- Printer make and model number if you are having printing problems.
- An exact description of your question or problem, including what you were doing when the problem occurred.
- The exact text of any error messages.

Cost Information

What the Costs Contain

1. In Residential Estimator, the costs are final costs to the owner and include average architect's and engineer's fees. These, in turn, include plans, plan check and building permits, and surveys to establish building lines and grades.
2. Normal interest on only the actual building funds during period of construction and processing fees or service charges are included. Typically, this averages half of the going rate over the time period plus the service fee.
3. Appropriate local, state and federal sales taxes, GST taxes, etc., on material and/or labor costs are included.
4. Normal site preparation including finish, grading and excavation for foundation and backfill for the structure only.
5. Utilities from structure to lot line figured for typical setback.
6. Contractor's overhead and profit including job supervision, workmen's compensation, fire and liability insurance, unemployment insurance, equipment, temporary facilities, security, etc., are included.

What the Costs Do Not Contain

1. Costs of buying or assembling land such as escrow fees, legal fees, property taxes, right of way costs, demolition, storm drains, or rough grading, are considered costs of doing business or land improvement costs.
2. Pilings or hillside foundations must be priced separately and are considered an improvement to the land. This also refers to soil compaction and vibration, terracing, etc.
3. Costs of land planning or preliminary concept and layout for large developments inclusive of developer's overhead and profit or entrepreneurial incentive are not included, nor is interest or taxes on the land, feasibility studies, certificate of need, E.I.R., hazardous materials testing, appraisal or consulting fees, etc.

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4. Discounts or bonuses paid for financing are considered a cost of doing business, as are funds for operating start up, project bond issues, developmental overhead or fixture and equipment purchases, etc.
5. Yard improvements including signs, landscaping, paving, walls, yard lighting, pools or other recreation facilities, etc., which can be priced separately.
6. Off-site costs including roads, utilities, park fees, jurisdictional hook-up, tap-in, impact or entitlement fees and assessments, etc.
7. Furnishings and fixtures, usually not found in the general contract, that are peculiar to a definite tenant, such as seating or kitchen equipment, etc.
8. Marketing costs to create first occupancy including model or advertising expenses, leasing or broker's commissions or temporary operation of property owner's associations.

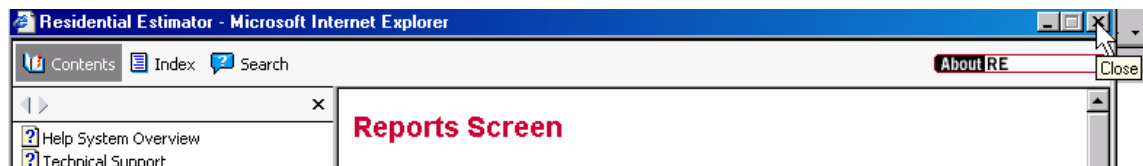
Using the Help System

There are four types of help available within the Residential Estimator Program:

- **Individual Component Help:** Help for individual components.
- **Individual Field Help:** Help for an individual field on a screen (see page 6)
- **Screen Help:** Help for all fields on a screen (see page 7).
- **Table of Contents, Index and Search:** Complete help system, including a Table of Contents and an Index, and the ability to search for a given topic (see page 9).

All help topics display in a separate help window. When finished with the help, close the help window by clicking the close (X) button in the upper right corner.

Example:



Individual Field Help

Help is available for each field on a screen. Click on the field's name to display the help for that field (or, press the **F1** key when the cursor is in the field).

Example: To display the help for Style on the **Building Data** screen, click on its name:

Building Data Estimate ID: ABC-123

Residence Type	Single-family Resident	
Style	Two Story	% 100
Second Style		%
Total Floor Area *	2250 (sq feet)	400 - 25000
Number of Units		
Quality	Average / Good	
Condition	Average	

*=Required

[<< General Information](#) [Depreciation >>](#)

The help for this field displays in a separate window:

Style - Microsoft Internet Explorer

[Show Contents/Index/Search](#)

Style

The styles available in Residential Estimator are dependent on the residence type as follows:

- **Single-Family Residences:** All styles
- **Low-Rise Multiples:** One Story, Two Story and Three Story styles only
- **Town Houses:** One Story, Two Story, Split level, 1½ Story Finished and 2½ Story Finished styles only
- **Duplexes:** One Story and Two Story styles only

See the [Style Comparison](#) for a description of each available style.

You can select one or two styles for an estimate. If you select one style, enter 100% for that style. If you select two styles, enter the percentage for the first style. Residential Estimator automatically sets the percentage of the second style to 100% minus the percentage for the first style.

Example: The entry for a two-story single-family residence is:

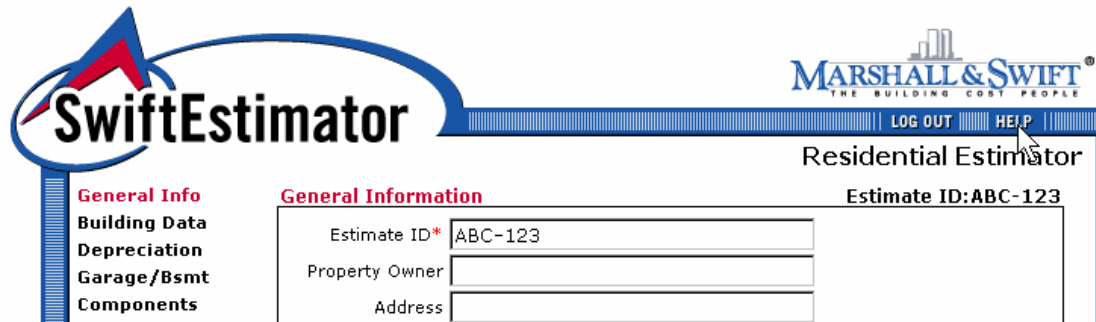
Style	Two Story	%	100
Second Style	One Story	%	

Example: The entries for a residence that is 65% two story are 35% one story are:

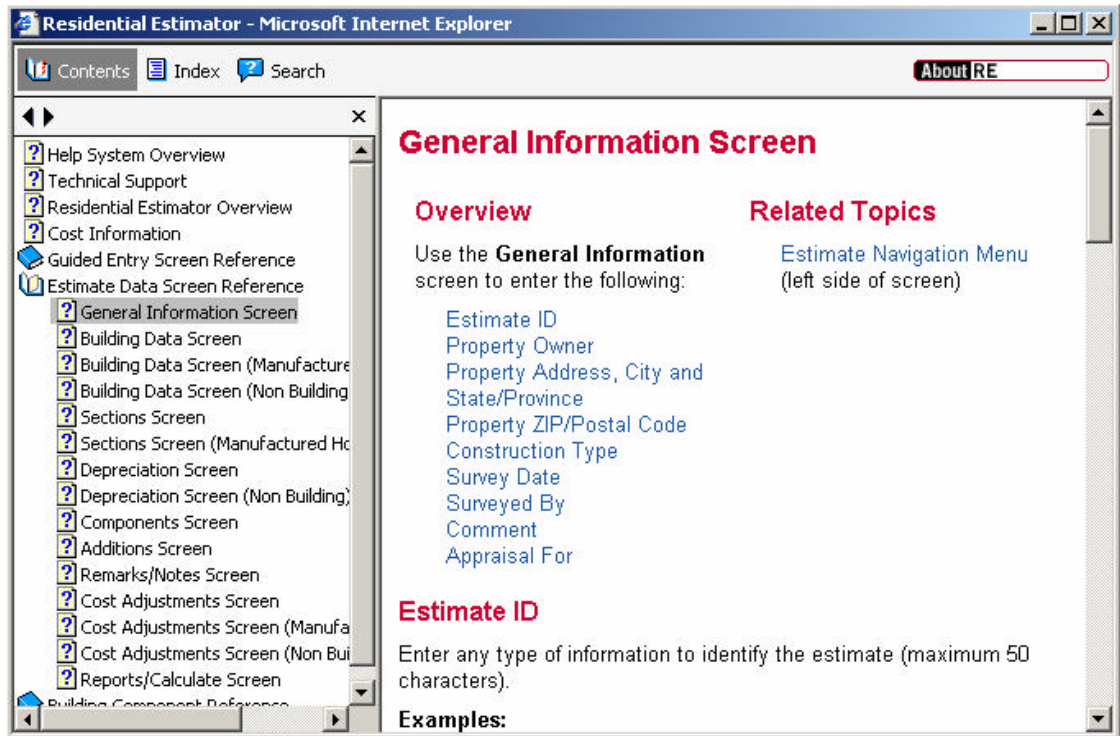
Screen Help

Click the **Help** button at the top of the screen to display the help for each field on the screen.

Example: To display the help for the **General Information** screen:

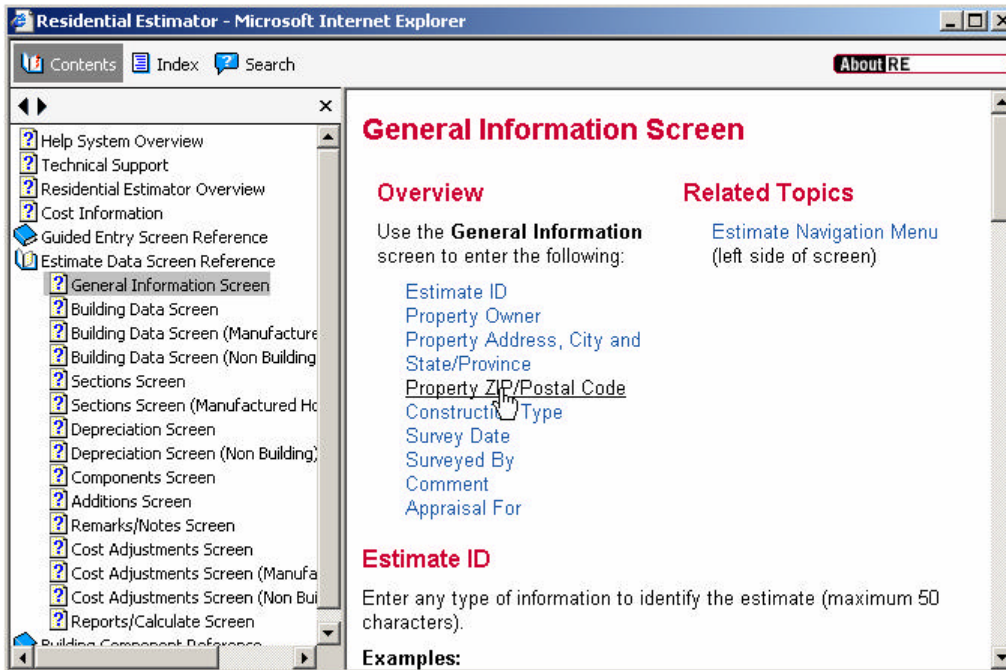


The help for all fields on the **General Information** screen displays:

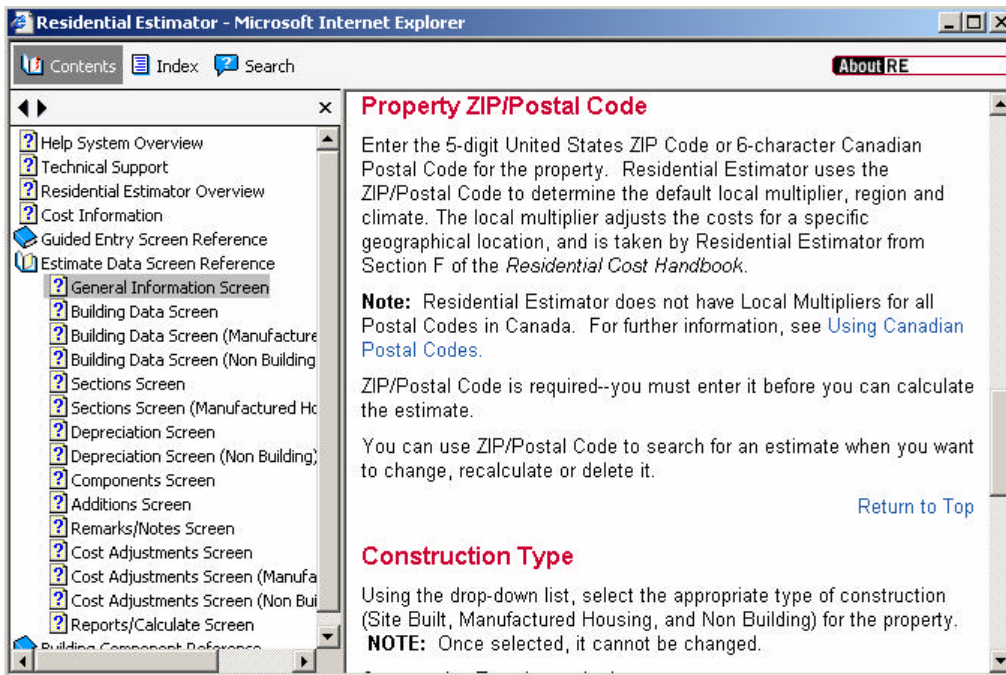


The top of screen help contains a list of all fields on the screen. Click on any field name to move to the help for that field.

Example: When you click on “Property ZIP/Postal Code”:



the help screen moves down to the help for this field:




Click on the “Return to Top” link at the end of the topic to return to the top of the help.

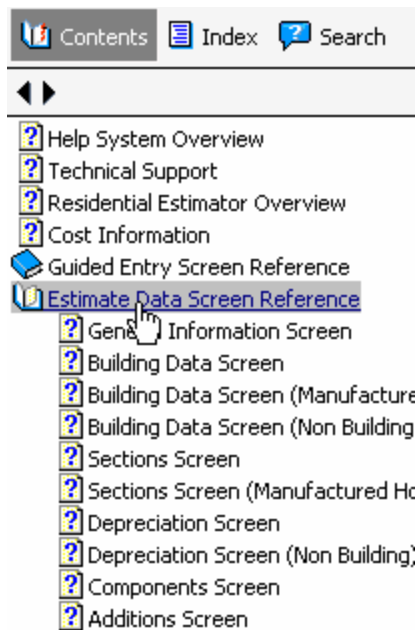
Table of Contents, Index and Search

The help screens for both the field help and the page help contain a Table of Contents, Index and Search area on the left side of the screen.


Table of Contents

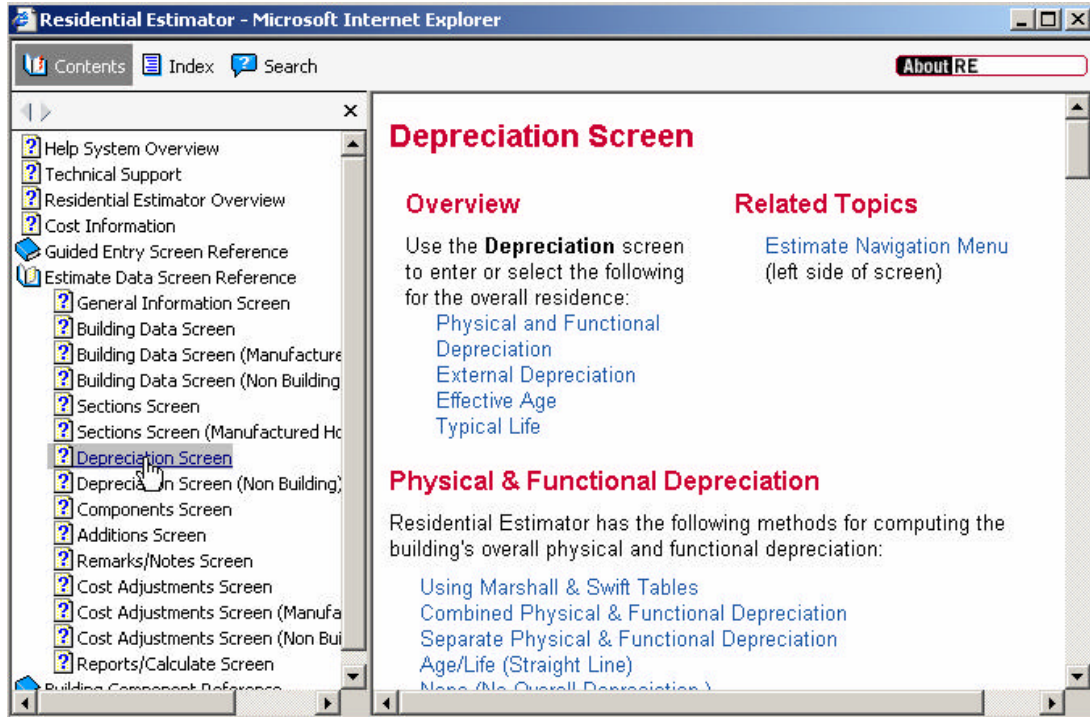
Residential Estimator automatically selects the **Table of Contents** tab when you first display help. The  indicates that the main topic (“book”) contains two or more individual topics.


To display the topics for a book, click on the book or its title. Residential Estimator displays the topics in the book:

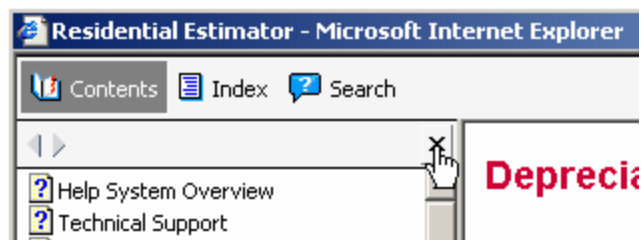


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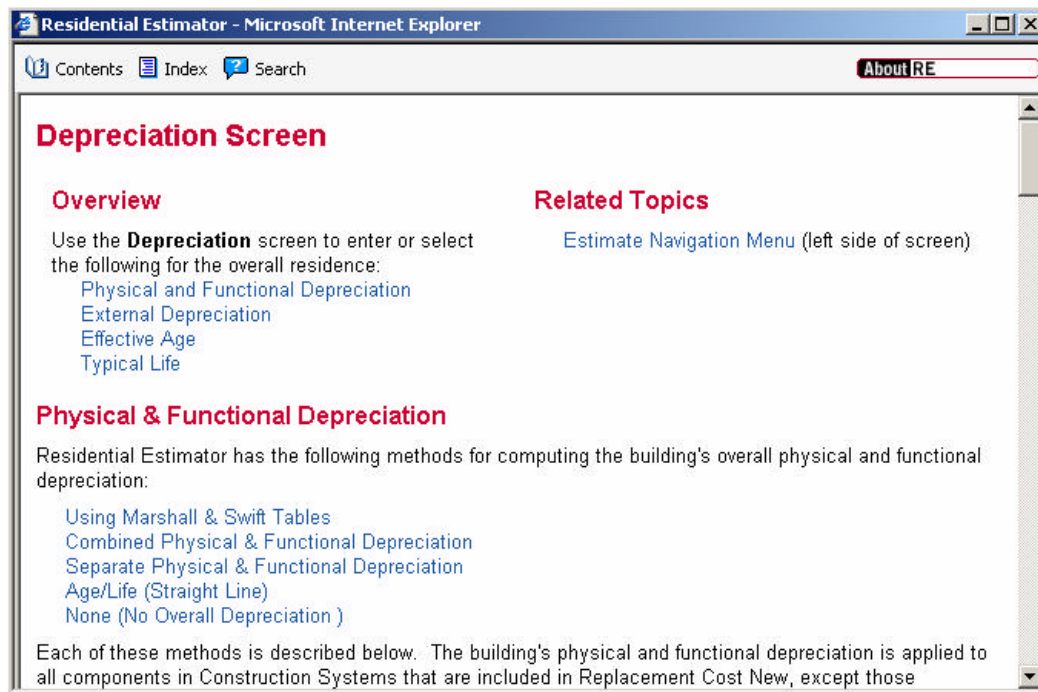
To display the help for a topic, click the topic title or on the  to its right. Residential Estimator displays the help topic on the right side of the help screen:



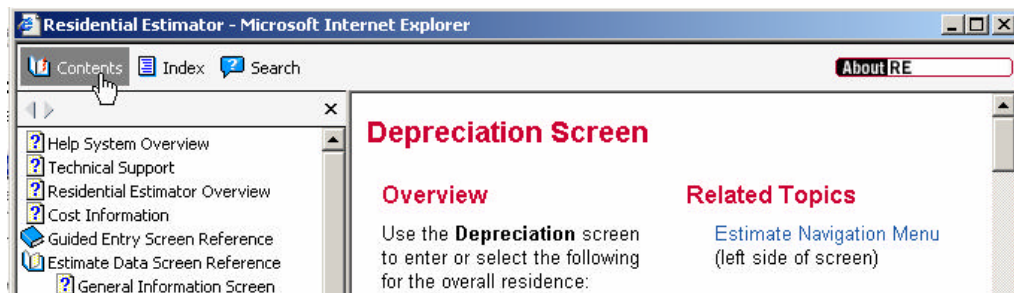
To display the help topic in the entire screen (closing the Contents, Index and Search area on the left), click the  between the **Contents**, **Index** and **Search** buttons and the Table of Contents itself:



The help text now fills the entire **Help** screen:



Click the **Contents** (or **Index** or **Search**) button to return the display of the Contents, Index and Search area on the left of the screen:



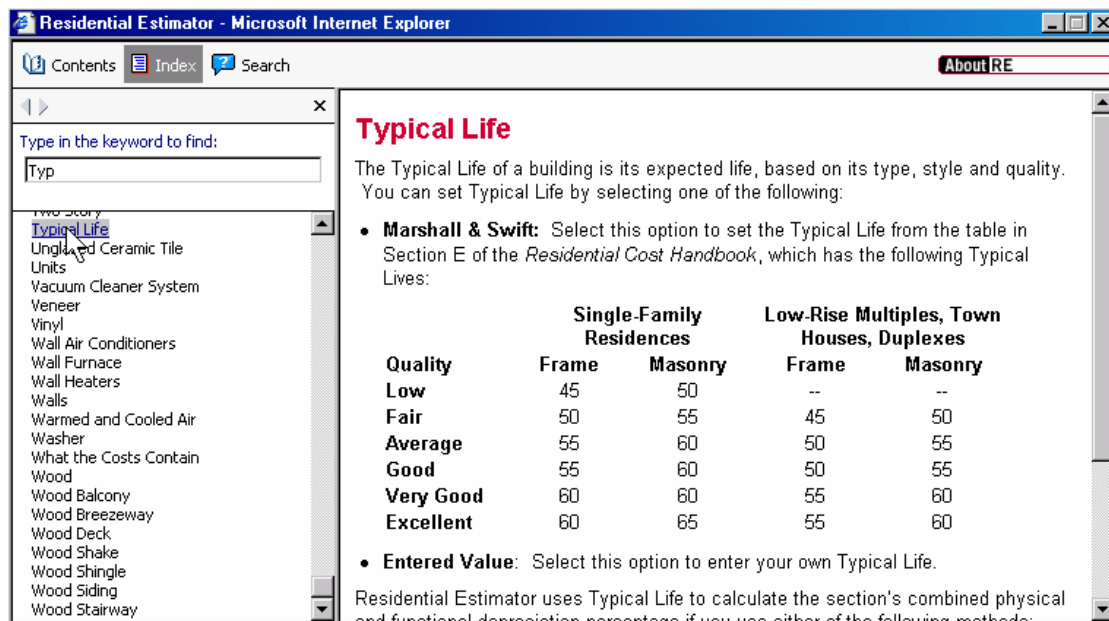
Index

To find a given topic using the index, first click the **Index** button, then do either of the following:

- Begin typing the text you are looking for at the top of the alphabetical list. As you type, Residential Estimator automatically moves the index list to the topic you are typing.
- Use the vertical scroll bar on the right side of the index to scroll to the topic desired.

With either method, when the desired topic appears, click on it to display the help for that topic on the help screen to the right.

Example: In the following, if you type the letters “Typ,” the index moves to the topic “Typical Life.” Click on this topic to display the help for typical life:



The screenshot shows the Residential Estimator software interface in Microsoft Internet Explorer. The browser window title is "Residential Estimator - Microsoft Internet Explorer". The address bar shows "About RE". The main content area is titled "Typical Life" and contains the following text:

The Typical Life of a building is its expected life, based on its type, style and quality. You can set Typical Life by selecting one of the following:

- **Marshall & Swift:** Select this option to set the Typical Life from the table in Section E of the *Residential Cost Handbook*, which has the following Typical Lives:

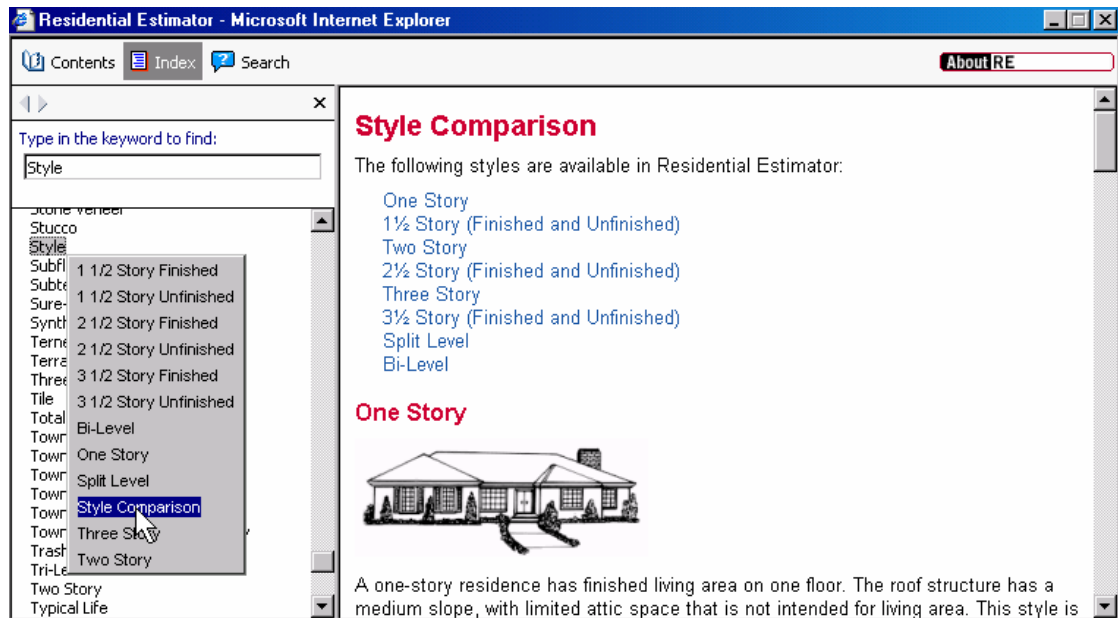
Quality	Single-Family Residences		Low-Rise Multiples, Town Houses, Duplexes	
	Frame	Masonry	Frame	Masonry
Low	45	50	--	--
Fair	50	55	45	50
Average	55	60	50	55
Good	55	60	50	55
Very Good	60	60	55	60
Excellent	60	65	55	60

- **Entered Value:** Select this option to enter your own Typical Life.

Residential Estimator uses Typical Life to calculate the section's combined physical and functional depreciation percentages if you use either of the following methods:

If there are several sub-topics associated with the topic selected, Residential Estimator displays a listing of these sub-topics. Click on the sub-topic desired to display its help.

Example: When you click on the index topic “Style,” several sub-topics display. Click on one of them to display the help for that sub-topic:



Residential Estimator displays the help.

Creating, Editing and Deleting Estimates

When you first start SwiftEstimator, the **New Estimates/Search** screen displays:

SwiftEstimator

MARSHALL & SWIFT
THE BUILDING COST PEOPLE

ADMINISTRATION LOG OUT

New Estimates

Click here to create a new Estimate:

Create A New Estimate

Search

To find an existing estimate, select a Search Type and enter a Search Text below:

Search Type Search Text

Recent Activity Search

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Use the main part of this screen to create a new estimate or search for a previously saved estimate.

You can also use the buttons at the top of the screen to do the following:

- **Administration:** Edit and view your account and billing information using the Administration option.
- **Log Out:** Disconnect from SwiftEstimator.
- **Help:** Display the help for this screen.

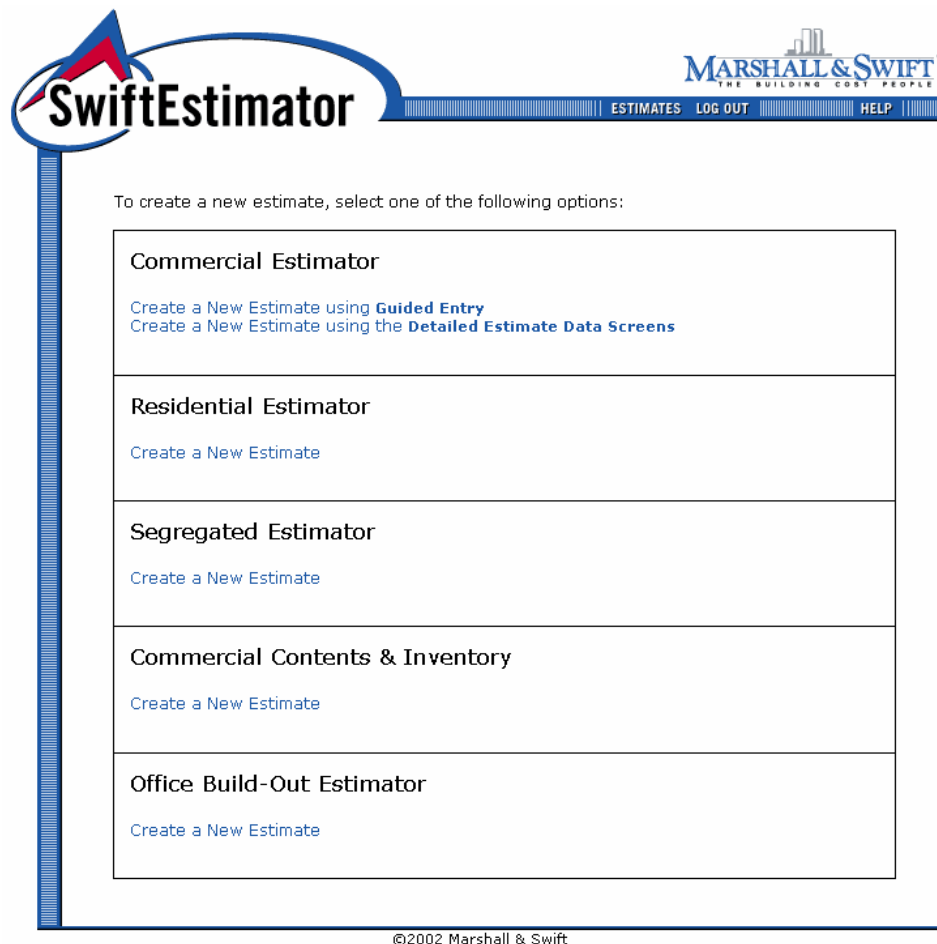
Creating a New Estimate

To create a new Residential Estimator estimate:

1. Click the **Create a New Estimate** button:



2. The following displays:

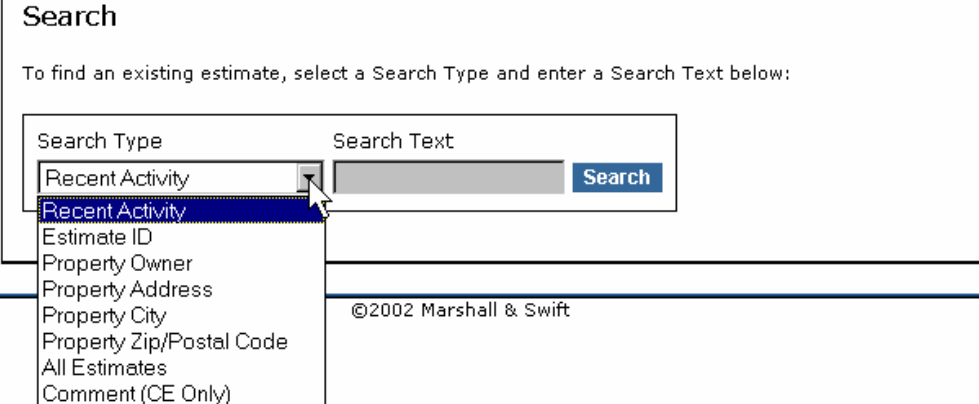


Click "Create a New Estimate" under Residential Estimator to create a new estimate. See page 18 for information on entering data on the screens that display.

Searching for, Editing and Deleting Previously-Saved Estimates

To search for a previously-saved estimate, then edit or delete it:

1. Select one of the Search Types:



The screenshot shows a search interface titled "Search". Below the title is the instruction: "To find an existing estimate, select a Search Type and enter a Search Text below:". There are two input fields: "Search Type" and "Search Text". The "Search Type" dropdown menu is open, showing a list of options: "Recent Activity", "Estimate ID", "Property Owner", "Property Address", "Property City", "Property Zip/Postal Code", "All Estimates", and "Comment (CE Only)". The "Recent Activity" option is highlighted. A "Search" button is located to the right of the "Search Text" field. Below the search fields, there is a copyright notice: "©2002 Marshall & Swift".

The available Search Types are:

Recent Activity: Lists the ten most recently modified estimates (no Search Text required).

Estimate ID: List estimates with a given Estimate ID.

Property Owner: List estimates for a given Property Owner.

Property Address: List estimates with a given address.

Property City: List estimates in a given city.

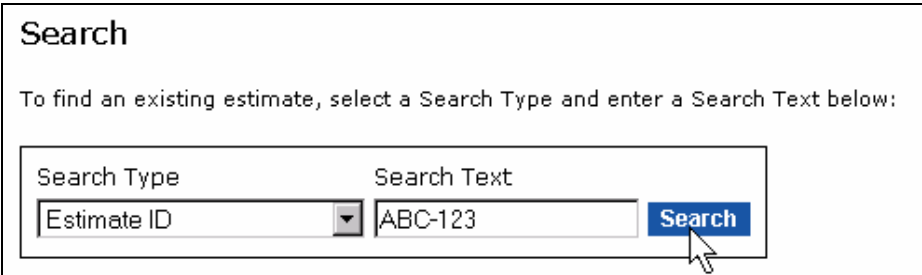
Property ZIP/Postal Code: List estimates in a given US ZIP Code.

All Estimates: List all previously-saved estimates (no Search Text required).

Comment: List estimates with a given comment.

3. For all Search Types except Recent Activity and All Estimates, also enter search text.

Example: To search for estimates with Estimate ID "ABC-123":



The screenshot shows the same search interface as above. The "Search Type" dropdown menu is now set to "Estimate ID". The "Search Text" field contains the text "ABC-123". The "Search" button is highlighted with a mouse cursor.

4. Click the **Search** button. A list of estimates matching the search text displays.

Example: The following illustrates the estimates with Estimate ID “ABC-123”:

Your search returned 3 estimates.

Application	Estimate ID	Property Owner	Updated Options
RES	ABC-123	David Grant	8/26/2002 Edit Delete
CE	ABC-123	David Grant	8/26/2002 Edit Delete
CCI	ABC-123	David Grant	7/18/2002 Edit Delete

In this list, the first column (Application) indicates the program in which the estimate was created, using the following abbreviations:

- CCI: Commercial Contents and Inventory
 - CE: Commercial Estimator
 - OE: Office Estimator
 - RES: Residential Estimator
 - SEG: Segregated Estimator
5. When the list displays, do one of the following:
 - **Edit:** Click Edit to edit the estimate. Residential Estimator displays the **General Information** screen with the previously-saved data. You can now move to any screen and make changes, recalculate or print reports.
 - **Delete:** Click Delete to delete the estimate.
 - **Reorder Listing:** Click the column title for any of the columns to reorder the listing based on that column.

Estimate Data Screen Reference

The **Estimate Data Screens** allow you to directly enter and change estimate data. When entering or editing an estimate using these screens, you can move from screen to screen using either of the following methods:

- **Sequential Navigation Buttons:** These buttons take you to the previous screen or to the next screen, and are located in the lower right area of the screen.
- **Random Navigation Menu:** This menu, on the left side of the screen, allows you to move directly to any of the screens listed, and to save and close the estimate.

These are located as follows:

The screenshot shows the SwiftEstimator Residential Estimator interface. The sidebar on the left contains a 'Random Navigation Menu' with options: General Info, Building Data, Depreciation, Section, Computer, Additions, Remarks/Notes, Adjustments, Reports/Calc, Save, Save As..., and Close. The main content area is titled 'Residential Estimator' and 'Estimate ID: TEST-1234'. Under the 'Building Data' section, there are several input fields: Residence Type (Single-family Resider), Style (Split Level), Second Style, Total Floor Area (2258 sq feet), Number of Units, Quality (Average / Good), and Condition (Average). At the bottom of the main area are two buttons: '<< General Information' and 'Depreciation >>'. A callout box points to the 'Random Navigation Menu' in the sidebar, and another points to 'Sequential Navigation Buttons' at the bottom right.

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There are four types of links in the Random Navigation Menu:

- **Data Screens:** Displays one of the data screens (General Information, Building Data, etc.).
- **Reports/Calc:** Allows you to calculate the costs, and to preview, print and download any of the available reports.
- **Save Estimate:** Saves the estimate, remaining on the **Estimate Data Screens**.

- **Close Estimate:** Closes the current estimate, returning to the **New Estimates/Search** screen.

The following pages explain how to enter data for an estimate on each of these estimate data screens for either of the following estimate types:

- **New Estimates**, which you create with the **New Estimate** option on the **Estimates** screen (see page 15 for details).
- **Existing Estimates**, which you access with the **Search** option on the **New Estimates/Search** screen (see page 16 for details).

General Information Screen

General Info	General Information	Estimate ID:
Building Data	Estimate ID*	<input type="text"/>
Depreciation	Property Owner	<input type="text"/>
Sections	Address	<input type="text"/>
Components	City	<input type="text"/>
Additions	State/Province	<input type="text"/>
Remarks/Notes	ZIP/Postal Code*	<input type="text"/>
Adjustments	Construction Type*	Site Built <input type="text"/>
Reports/Calc	Survey Date	<input type="text"/>
Save	Surveyed By	<input type="text"/>
Save As...	Comment	<input type="text"/>
Close	Appraisal For	<input type="text"/>
	*=Required	

[Building Data >>](#)

Use this screen to enter information about the owner, location and other identifying items about the building. All fields on this screen are optional except Estimate ID and ZIP/Postal Code, which are required.

Also, use the Construction type field to specify the type of estimate, with the following choices:

- **Site Built:** Use for a single-family residence, low-rise multiple (apartment building), town house or duplex built on the site.
- **Manufactured Housing:** Use for a singlewide, doublewide, triple wide or quad wide manufactured house.
- **Non Building:** Use to enter yard improvements only, without having a site-built or manufactured house.

Building Data Screen

The Building Data screen is different for each Construction Type: Site Built, Manufactured Housing and Non Building.

Building Data Screen for Site-Built Housing

General Info	Building Data	Estimate ID:TEST-1234
Building Data	Residence Type <input type="text" value="Single-family Resider"/>	
Sections	Style <input type="text" value="One Story"/> % <input type="text" value="100"/>	
Components	Second Style <input type="text"/> % <input type="text"/>	
Additions	Total Floor Area * <input type="text"/> (sq feet) 400 - 25000	
Remarks/Notes	Number of Units <input type="text"/>	
Adjustments	Quality <input type="text" value="Average"/>	
Reports/Calc	Condition <input type="text" value="Average"/>	
Save	*=Required	
Save As...		
Close		

The **Building Data** screen for site-built housing, shown above, allows you to enter information about the type, style, size, quality and condition of the residence.

The fields in this portion of the screen are:

- **Residence Type (Required):** Select one of the following types:
 - **Single-Family Residence:** Detached, single-family residences designed for one-family ownership or occupancy.
 - **Low-Rise Multiple:** Multi-family dwelling designed for permanent or semi-permanent habitation (as opposed to transient occupancy), three stories or less and of lightweight residential type construction, with each unit having a kitchen and at least one bath.
 - **Town House:** Single-family, attached residences, also referred to as row houses, with each town house living unit being one of a group of two or more units that are adjoined by common walls.
 - **Duplex:** A pair of dwellings joined at the center by a common wall, but otherwise unattached to adjacent dwellings, which are designed for two-family ownership or occupancy.

Program Reference

- **Style (Required):** Select a style from those listed in this drop-down list. See the *Worksheet Reference* or the help for this field for complete descriptions of each style. Residential Estimator defaults to a single style for the estimate, automatically setting the style percentage to 100%. If the residence has two styles, enter a percentage for the first style, then select the second style. Residential Estimator automatically sets the percentage for the second style to 100% minus the percentage for the first style.
- **Total Floor Area (Required):** The total floor area is the finished area on all floors based on the exterior dimensions of the residence. It does not include any of the following areas: finished or unfinished basements, porches, balconies, decks, patios or garages. You can include each of these areas in the cost of the structure using components or as an addition. For residences with an unfinished 1/2 story, only enter the finished area on this line. For low-rise multiples, enter the area of the entire building, not the average size of a single unit.

Example: The entry for a total floor area of 1,500 square feet is:

Total Floor Area * (sq feet) 400 - 25000

- **Number of Units (Required for a low-rise multiple):** The number of units in a low-rise multiple residence. When you enter the number of units, Residential Estimator displays the floor area per unit to the right of the number of units. This field is only available for low-rise multiples.

- **Quality (Required):** The overall quality of the residence. The main qualities are:

Low (only available for single-family residences)
Fair
Average
Good
Very Good
Excellent

In addition, you can also select a quality level between two of these qualities (such as Average/Good).

- **Condition (Required):** The condition of the residence. The available conditions are:

Worn Out
Badly Worn
Average
Good

Very Good
Excellent

Building Data Screen for Manufactured Housing

General Info
Building Data
Depreciation
Sections
Components
Additions
Remarks/Notes
Adjustments
Reports/Calc
Save
Save As...
Close

Building Data Estimate ID:TEST-9876

Select the Main House Style and optional Tagalong Style, then enter the corresponding length and width dimensions:

Main House Style
Width Length
Tagalong Style
Width Length
Total Living Area 0 Sq Ft.

Select both the Quality and Condition of the manufactured home:

Quality
Condition
*=Required

The following items on the **Building Data** screen for manufactured housing, shown above, are the same as those on the site-built **Building Data** screen.

- Quality
- Condition

The remaining items, which are unique to the Manufactured Housing screen, are:

- **Residence Type:** For manufactured homes, the only Residence Type choice is Manufactured Housing. Manufactured homes are residential structures built on steel undercarriages with necessary wheel assemblies to be transported to permanent or semipermanent sites. The wheel assembly can be removed when a unit is placed on a permanent foundation, but the steel undercarriage may remain intact if it is a necessary structural component. In some instances, the presence of a steel undercarriage as a necessary structural component is the primary distinguishing factor between a higher-quality manufactured home and a modular house.

Manufactured homes built (in the U.S.) after June 15, 1976, must meet the Federal Manufactured Home Construction and Safety Standards as outlined in Title VI, Housing and Community Development act of 1974. A HUD seal certifying compliance with these standards must be displayed on each unit.

- **House Style:** Select one of the available manufactured housing styles (singlewide, doublewide, triple wide or quad wide), as determined by the sizes in the following table, for the main section of the manufactured home:

Style	Width	Length
Singlewide	8 – 18	20 – 80
Doublewide	20 – 36	20 – 80
Triple Wide	28 – 54	20 – 80
Quad Wide	40-72	20 – 80

- **Width and Length:** Enter the width and length of the main section of the manufactured home. The width and length you enter must be within the ranges shown above.
- **Tagalong Style:** A tagalong is an attached section, usually a full width, but not necessarily the full length of the main section(s). It is the same in both structure and quality as the unit to which it is attached. Select one of the available tagalong styles, singlewide or doublewide, as determined by the sizes in the following table:

Type	Width	Length
Singlewide	8 – 18	20 – 80
Doublewide	20 – 36	20 – 80

- **Tagalong Width and Length:** Enter the width and length of the tagalong section of the manufactured home. The width and length you enter must be within the ranges shown above.

Quality and Condition Screen for Non-Building Estimates

Quality and Condition Estimate ID:TEST-8888

Select both the quality and the condition of the non-building components.

Quality

Condition

*=Required

[<< General Information](#) [Components >>](#)

Instead of a **Building Data** screen, non-building estimates have a **Quality and Condition** screen. The only items on this screen, shown above, are the same as those on the site-built **Building Data** screen:

- Quality
- Condition

Depreciation

General Info
 Building Data
Depreciation
 Sections
 Components
 Additions
 Remarks/Notes
 Adjustments
 Reports/Calc
 Save
 Save As...
 Close

Estimate ID:TEST-1234

Depreciation

Building Depreciation
 Select how to set the building depreciation, which is applied to all building components that are not separately depreciated. [Tell Me More.](#)

Marshall & Swift Tables

Combined Physical & Functional %

Separate Physical %
 And Functional %

Age/Life (Straight Line)

None

Additional Depreciation
 External Depreciation %

Effective Age
 Enter the Effective Age, not the Actual Age or the Year Built:
 Effective Age Years

Typical Life
 Select how to set the typical life, which is used if you set the Building Depreciation above to either Marshall & Swift Tables or Age/Life.

Marshall & Swift

Entered Value Years

*=required

The **Depreciation** screen, shown above, allows you to set the overall building depreciation, external depreciation, effective age and typical life.

- **Building Depreciation:** Select how to set the building depreciation, which is applied to all building components that are not separately depreciated, from the following choices:
 - **Marshall & Swift Tables:** Automatically calculate the combined physical and functional depreciation using the typical life and depreciation table in Section E of the *Residential Cost Handbook*.
 - **Combined Physical & Functional Depreciation Percentage:** Enter a single percentage for both physical and functional depreciation.
 - **Separate Physical Depreciation and Functional Depreciation Percentages:** Enter separate percentages, one for physical depreciation and the other for functional depreciation.

Program Reference

- **Age/Life (Straight Line):** Calculate the combined physical and functional depreciation percentage as a straight-line depreciation percentage using the effective age and typical life.
- **None:** Do not include depreciation in the report.
- **External Depreciation Percentage:** The External Depreciation Percentage.
- **Effective Age:** The effective age of a building is its age in years as compared with other buildings performing like functions. It is the actual age less any years that have been taken off by face-lifting, structural reconstruction, removal of functional inadequacies, etc.
- **Typical Life:** Enter the typical life of the building if you selected the depreciation type as either “M&S Table, Entered Typical Life” or “Age/Life (Straight Line).”

Note: The Depreciation screen is only available for site-built and manufactured housing. It is not available for non-building estimates. To depreciate components in a non-building estimate, you must enter specific depreciation percentages (or an effective age and a typical life) for each component.

Sections Screen

General Info

Building Data

Depreciation

Sections

Components

Additions

Remarks/Notes

Adjustments

Reports/Calc

Save

Save As...

Close

Estimate ID:TEST-1234

Sections

Use this screen to define a separate section for a garage or basement. Once defined, you must also enter components for the section on the Components screen. Tell Me More

Add A Section

To add a section, select the Type, enter the size and optional information, then click Add.

Type	Description	Size*		
<input type="text"/>	<input type="text"/>	<input type="text"/> (sq ft)		
Quality (3)	Depreciation %	Effective Age	Typical Life	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Existing Sections

Use these fields to change a section, or click delete to delete a section (including all of its components)

Type	Description	Size*	Qual (3)	Dep	Age	Life
No Sections Defined						

*=required

<< Depreciation
Components >>

Use the **Sections** screen to define a separate section for garage or basement (or tagalong section for a manufactured house):

Residential Estimator has two methods for handling Garages (Attached, Detached and Built-in) and Basements:

- **Separate Sections:** With this method, you define a separate section for the garage or basement as follows:
 - Use this **Sections** screen to define the garage or basement section.
 - Use the **Components** screen to specify such things as the wall and roof for the garages, types of finishes for living areas above the garage, and wall types for the basement. This allows you to define the exact construction of the garage or basement.
- **Complete Components:** With this method, you define the garage or basement directly on the Components screen by selecting a single pre-defined component in the Garage System or Basement Systems.

Creating a Section

Use “Add A Section” at the top of the screen to create a new garage or basement section (or manufactured house tagalong section):

Add A Section

To add a section, select the Type, enter the size and optional information, then click Add.

Type	Description	Size*		
<input type="text"/>	<input type="text"/>	<input type="text"/> (sq ft)		
Quality (3)	Depreciation %	Effective Age	Typical Life	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

1. Use the Type drop-down list to the left of the Add button to select the type of section:

Type

Detached Garage
Attached Garage
Attached Garage with Full Living Area
Attached Garage with Partial Living Area
Detached Garage
Detached Garage with Full Living Area
Detached Garage with Partial Living Area
Built-in Garage
Basement

2. If desired, change the description of the garage/basement section (which prints in the report).
3. Enter the size of the garage or basement in square feet.
4. Optionally, enter the quality of the garage or basement. If you do not enter a quality, Residential Estimator automatically uses the residence's quality you entered on the Building Data screen.
5. Optionally, enter either a depreciation percentage or an effective age and a typical life. If you do not enter either of these, Residential Estimator will automatically depreciate the garage or basement using the depreciation information you set for the residence on the Depreciation screen.

6. Click Add to add the new garage or basement to the Existing Sections list:

Add A Section

To add a section, select the Type, enter the size and optional information, then click Add.

Type	Description	Size*			
<input type="text"/>	<input type="text"/>	<input type="text"/> (sq ft)			
Quality (3)	Depreciation %	Effective Age	Typical Life		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	

Existing Sections

Use these fields to change a section, or click delete to delete a section (including all of its components)

Type	Description	Size*	Qual (3)	Dep	Age	Life	
Detached Garage	<input type="text" value="Detached Garage"/>	<input type="text" value="560"/> (sq ft)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

7. Go to the **Components** screen and add appropriate components to describe the garage or basement. The following are required:

- **Attached and Detached Garages:** Exterior Walls and Roofing components with percentages totaling 100%.
- **Built-In Garages:** Exterior Walls totaling 100%.
- **Basements:** Basement Walls totaling 100%.

Deleting a Garage/Basement Section

To delete a garage or basement section, click the Delete link at the end of the section to delete:

Type	Description	Size*	Qual (3)	Dep	Age	Life	
Detached Garage	<input type="text" value="Detached Garage"/>	<input type="text" value="560"/> (sq ft)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

When you delete a garage or basement section, Residential Estimator automatically deletes all components in the section.

Section Screen for Manufactured Housing

The Sections screen for a manufactured house has the following additional features:

1. The Type drop-down only has Attached Garage, Detached Garage, Basement and Tagalong:

Type

▼

Attached Garage

Detached Garage

Basement

Tagalong

2. When you add a tagalong section, enter the width and length in the two Size fields:

Add A Section

To add a section, select the Type, enter the size and optional information, then click Add.

Type	Description	Size*	
<input type="text" value="Tagalong"/>	<input type="text" value="Tagalong"/>	<input type="text"/> x <input type="text"/> (w x l)	
Quality (3)	Depreciation %	Effective Age	Typical Life
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Add"/>

3. For a tagalong section, the width and length display for the Size:

Existing Sections

Use these fields to change a section, or click delete to delete a section (including all of its components)

Type	Description	Size*	Qual (3)	Dep	Age	Life	
Tagalong	<input type="text" value="Tagalong"/>	<input type="text" value="18"/> x <input type="text" value="30"/> (w x l)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Component Assumptions Screen

For new estimates, Residential Estimator displays the following when you move to the **Components** screen (or any screen following it) for a new estimate:

Assumptions Estimate ID: TEST-1234

Exterior Walls	101: Frame, Hardboard Sheets	100	%
	101: Frame, Hardboard Sheets		%
Roofing	206: Comp. Shingle or Built-up Rock	100	%
	202: Built-up Rock		%
Heating/Cooling	309: Forced Air Furnace	100	%
Plumbing Fixtures (#)	8		
Plumbing Rough-ins (#)	1		
Raised Subfloor	100		%
Slab on Grade			%
Partitions: Drywall	100		%
Partitions: Plaster			%

Automatic Floor Cover Allowance
 Automatic Appliance Allowance

This shows the components that Residential Estimator will add to the **Components** screen. If you do not want any assumptions, click the **Cancel (Skip Assumptions)** button.

If you want assumptions, make any changes necessary, then click the **OK (Use Assumptions)**:

- Exterior Walls:** Select a different wall type from the drop-down list. If the home has two different wall types, change the percentage for the first, then select the second type from the second drop-down list.

Example: If the home has 75% Stucco on Frame and 25% Brick Veneer, select Stucco on Frame in the first drop-down list, type 75 for its percentage, then select Brick Veneer in the second drop-down list:

Program Reference

Exterior Walls	109: Frame, Stucco	75	%
	131: Veneer, Brick	25	%

- **Roofing:** Select the type of roofing in the residence. If the residence has more than one type of roofing, you can change this on the **Components** screen.
- **Heating/Cooling:** Select the type of heating/cooling in the residence. If the residence has more than one type of heating/cooling, you can change this on the **Components** screen.
- **Number of Plumbing Fixtures and Rough-ins:** Enter the number for these items if different from the numbers displayed.
- **Raised Subfloor (and Slab on Grade):** Enter the percentage of the residence that has a raised subfloor. Residential Estimator automatically adjusts the percentage for slab on grade.

Example: If the residence is totally on a slab, enter 0 for raised subfloor. Residential Estimator automatically sets the slab on grade percentage to 100:

Raised Subfloor	0	%
Slab on Grade	100	%

- **Partitions: Drywall (and Plaster):** Enter the percentage of the residence that has drywall partitions (if not 100%). Residential Estimator automatically adjusts the percentage for plaster.

Example: If 75% of the partitions in a residence are drywall, enter 75. Residential Estimator automatically sets the plaster percentage to 25:

Partitions: Drywall	75	%
Partitions: Plaster	25	%

- **Automatic Floor Cover Allowance:** Click this to remove the check if you do not want to include the Automatic Floor Cover Allowance. You can enter individual floor cover components on the **Components** screen.
- **Automatic Appliance Allowance:** Click this to remove the check if you do not want to include the Automatic Appliance Allowance. You can enter individual appliance components on the **Components** screen.

These assumptions are based on the type and quality of the residence, using the defaults in Section A of the *Residential Cost Handbook*.

When you click the **OK (Use Assumptions)** button, Residential Estimator automatically displays the components at the bottom of the **Components** screen:

Code	System/ Component	Units	Percent	Quality	Dep %	Age	Life	
109	Exterior Walls Frame, Stucco		<input type="text" value="75"/>					delete
131	Exterior Walls Veneer, Brick		<input type="text" value="25"/>					delete
206	Roofing Comp. Shingle or Built-up Rock		<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
309	Heating/Cooling Forced Air Furnace		<input type="text" value="100"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
402	Floor Cover Automatic Floor Cover Allowance			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
502	Appliances Automatic Appliance Allowance			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
602	Miscellaneous Plumbing Rough-ins (#)	<input type="text" value="1"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
601	Miscellaneous Plumbing Fixtures (#)	<input type="text" value="8"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
622	Miscellaneous Raised Subfloor (% or SF)	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
621	Miscellaneous Slab on Grade (% or SF)	<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete
631	Miscellaneous Add for Plaster Interior (% or SF)	<input type="text"/>	<input type="text" value="25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete

Components Screen

The **Components** screen allows you to enter the key construction features, or “components,” for the residence:

General Info

Building Data

Depreciation

Sections

Components

Additions

Remarks/Notes

Adjustments

Reports/Calc

Save

Save As...

Close

Components Estimate ID: TEST-1234

Use this screen to enter components for the main house, or garage or basement sections.

Section: Main

Add Components

To add a component, type its Code (or click on a System, click on a component, then click select), enter its units or percent and optional information, then click Add.

System

- Exterior Walls
- Roofing
- Heating/Cooling
- Floor Cover
- Appliances
- Miscellaneous

Component (double click to select)

- 101: Frame, Hardboard Sheets
- 103: Frame, Plywood
- 105: Frame, Siding
- 106: Frame, Siding, Metal
- 107: Frame, Siding, Vinyl
- 108: Frame, Siding, Wood

Definition **Select**

Code	System/ Component	Units	Percent	Quality	Dep %	Age	Life
<input type="text"/>							Add

Existing Components

Use these fields to change a component, or click delete to delete a component.

Code	System/ Component	Units	Percent	Quality	Dep %	Age	Life
101	Exterior Walls Frame, Hardboard Sheets		<input type="text" value="100"/>				delete
206	Roofing Comp. Shingle or Built- up Rock		<input type="text" value="100"/>				delete

<< Sections **Additions >>**

This screen has the following elements:

- **Section:** Allows you to select a separately-defined garage or basement section so that you can add components for the garage walls and roof and the basement walls. See page 29 for details on creating a garage or basement section.
- **Systems:** Lists the construction systems that Residential Estimator uses to categorize components (exterior walls, roofing, heating/cooling, etc.). You can use this list when adding components using the Search/Lookup method (see page 37).
- **Available Components:** Lists the components available in the system currently highlighted. You can use this list when adding components using the Search/Lookup method (see page 37).

- Selected Components Grid:** Lists the components you have selected. Also allows you to enter a component directly by typing its code in the Code column, to enter the amount or percentage of the component you want in the Units or % column, and to enter the component's quality and depreciation information if it differs from that of the overall residence. See page 39 for details on this grid.

Adding a Component

You can add a component to the estimate by either of the following methods:

- Direct Component Entry
- Component Search

Direct Component Entry

If you know the component number, you can enter the component directly using the Add section as follows:

- If you have defined a separate garage or basement section (or tagalong section for a manufactured house), use the drop-down in the upper portion of the screen to select where to add the component (main residence, garage or basement):



- Click in the Code column of the Add section, type the component number then press the **Tab** key. Residential Estimator displays the Component's Name (e.g., Carpet and Pad), System (e.g., Floor Cover) and unit of measure (e.g., SF or %):

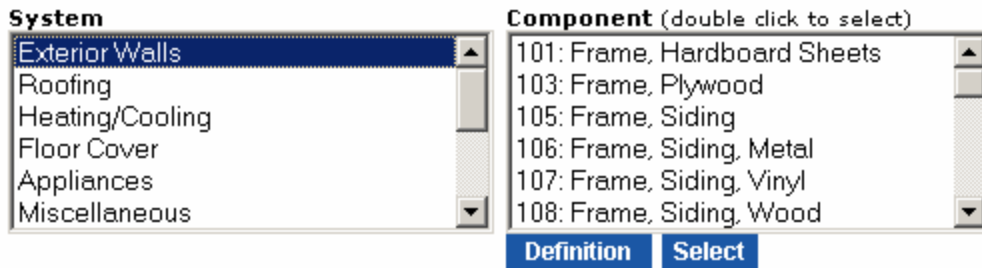
Code	System/ Component	Units	Percent	Quality	Dep %	Age	Life		
411	Carpet and Pad (SF or %) Floor Cover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

- Enter the component's units or the percent of total floor area, as indicated in the System/Component column. For example, “(SF or %)” indicates that you can either enter the floor area covered by the carpet (in square feet) in the units column or the percentage of total floor area covered by the carpet.
- Optionally enter any of the other data items for the component. See “Component Data” on page 39 for details.

Program Reference

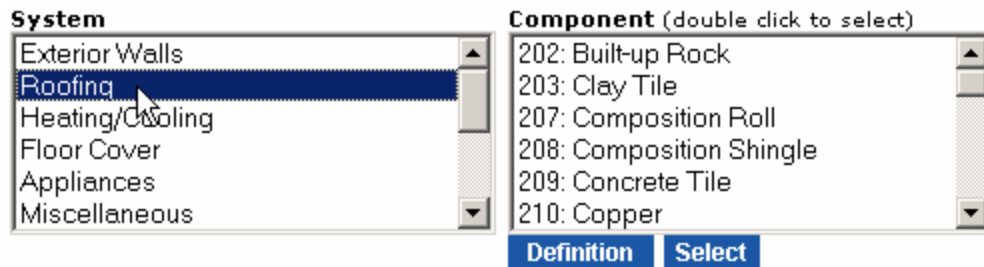
- Click the **Add** button. Residential Estimator adds the component to the estimate, displaying it in the list of Selected Components in the lower portion of the screen.

Component Search

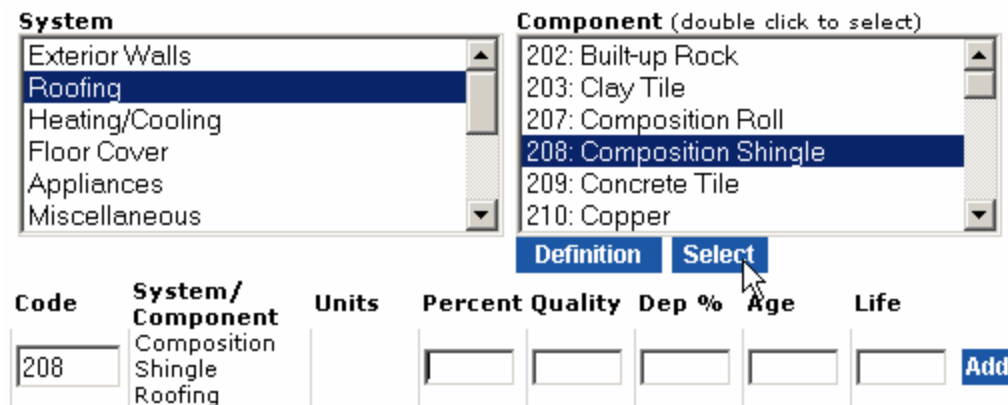


If you do not know a component's number, you can use the Component Search section at the top of the screen to search for and select a component:

- Click one of the Systems on the left. Residential Estimator displays the components in that system on the right:



- Click the desired component, then click the Select button to select it. Residential Estimator displays the component in the Add a Component section:



- Enter the component's units or the percent of total floor area.

- Optionally enter any of the other data items for the component. See “Component Data” on page 39 for details.
- Click the **Add** button. Residential Estimator adds the component to the estimate, displaying it in the list of Selected Components in the lower portion of the screen.


Changing a Component

To change a component:

- Click in the column you want to change for the component in the Selected Components list.
- Type the new information.

Deleting a Component

To delete a component, click the delete link for the component in the right column of the Selected Components list:

Code	System/ Component	Units	Percent	Quality	Dep %	Age	Life
101	Exterior Walls Frame, Hardboard Sheets	<input type="text" value="100"/>					delete
206	Roofing Comp. Shingle or Built- up Rock	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	delete 

Component Data

Enter the following for each component:

- Number of Units:** Enter one of the following, based on the construction system:
 - Area** in square feet for floor cover, heating and cooling, basements, garages, porches, etc.
 - Count (Number of)** for fireplaces and plumbing fixtures.
 - Number of Flights** for stairways.
 - Dollar Amount** for floor cover allowance, appliance allowance, land value and site improvements.

Program Reference

- **Percent of Total Floor Area** for exterior walls, roofing, floor cover, and heating and cooling.
- **Quality:** Only enter a quality for a component if it differs from the quality you entered for the entire residence on the **Building Data** screen. This field is not available for Exterior Wall components, or for Land Value, Site Value or Site Improvements.
- **Dep %, Age, Life:** Use these columns to depreciate the component differently than the overall residence (as entered on the **Building Data** screen). Use either of the following methods:
 - **Dep %:** Enter a depreciation percentage in this column to depreciate the component using this percentage.
 - **Age and Life:** Enter an Effective Age and a Typical Life for the component to have Residential Estimator calculate a depreciation percentage for the component using straight-line depreciation.

You must enter exterior wall and roofing components with percentages totaling 100%. You should also enter the heating/cooling type, floor coverings (or floor cover allowance), appliances (or appliance allowance), plumbing fixtures and rough-ins, and raised subfloor or slab. Except for the exterior wall, these are all components that can be loaded as assumptions the first time you move from the **Building Data** screen to any of the screens following it (as described on page 33).

Additions Screen

Use the **Additions** screen to enter the costs for any items that are not available in Residential Estimator, or items for which you have an exact cost. You can include an unlimited number of additions in an estimate

Additions Estimate ID:TEST-1234

Use this screen to enter costs for items not available in Residential Estimator.

Add An Addition
To add an addition, select the Type, enter the other information, then click Add.

Type	Description	Units	Cost*		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Depreciation %	Age	Life	LM	Trend	Base Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Existing Additions
Use these fields to change an addition, or click del to delete the addition.

Type	Desc	Units	Cost*	Dep %	Age	Life	LM	Trend	Base Date
No Additions Defined									

*=required

Adding An Addition

To add an addition:

1. Select one of the addition types, which indicate where the addition will print in the report (see the *Worksheet Reference* for details):

Type

- Basic
- Basement
- Garage
- Extra
- Depr
- Misc

2. Type a Description for the addition.
3. Enter the addition's cost in either of the following ways:

Program Reference

- Enter the number of units in the Units field and the cost per unit in the Cost field.

Example: The following enters two fountains at \$2,600 each:

Type	Description	Units	Cost*
Basic	Fountains	2	2600

- Enter the total cost in the Cost column and leave the Units column blank. **Example:** The following enters Built-In Cabinets costing a total of \$1,825:

Type	Description	Units	Cost*
Garage	Built-In Cabinets		1825

4. Optionally enter any of the other data items for the addition. See “Addition Data” on page 42 for details.
5. Click the **Add** button. Residential Estimator adds the addition to the estimate, displaying it in the list of Existing Additions in the lower portion of the screen.

Changing an Addition

To change an addition:

1. Click in the column you want to change for the component in the Existing Additions list.
2. Type the new information.

Deleting an Addition

To delete an addition, click the del link for the addition in the right column of the Existing Additions list:

Existing Additions

Use these fields to change an addition, or click del to delete the addition.

Type	Desc	Units	Cost*	Dep %	Age	Life	LM	Trend	Base Date	del
Basic	Fountains	2	2600				<input type="checkbox"/>	<input type="checkbox"/>		del
Gar.	Built-In Cabin		1825				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		del

Addition Data

- **Type:** The type indicates where to print the addition in the report, using one of the following codes:

Basic	Basic Structure Cost
Basement	Basement Cost
Garage	Garage Cost
Extra	Extra Cost (Porch, Deck, Stairway, etc.)
Depr	Depreciation (prints as negative)
Misc	Miscellaneous

- **Description:** The description of the addition that prints in the report. You can use up to 30 characters including spaces.

You can also use this column to enter a comment that prints in the body of the report (if you do not enter a cost in the cost column or units in the units column).

- **Units:** Enter a number of units if you want the addition to include the number of units, unit cost and total cost (which Residential Estimator calculates by multiplying the number of units times the unit cost).
- **Cost:** You can enter the addition's cost in one of two ways:
 - **Total Cost:** Enter the total cost of the addition if you did not enter a number in the units column. Do not include commas in the entry (e.g., enter 5000 for \$5,000).
 - **Unit Cost:** Enter the cost per unit if you entered the number of units. Residential Estimator will multiply this cost times the number of units and print the result as the total cost.
- **Dep %, Age, Life:** Use these columns to depreciate the addition differently than the overall residence (as entered on the **Building Data** screen). Use either of the following methods:
 - **Dep %:** Enter a depreciation percentage in this column to depreciate the addition using this percentage.
 - **Age and Life:** Enter an Effective Age and a Typical Life for the addition to have Residential Estimator calculate a depreciation percentage for the addition using straight-line depreciation.

Note that you cannot depreciate addition types “Depr” and “Misc.”

- **LM (Local Multiplier):** Click this check box to apply the local multiplier to the addition's cost (when you take the cost from the *Residential Cost Handbook*).

Program Reference

- **Trend:** Click this check box to trend the addition's cost from its base date to the report date. Use this option in the following two cases:
 - If the addition's cost is from the *Residential Cost Handbook*, click this check box and enter the date from the *Residential Cost Handbook* page as the Base Date.
 - If the addition's cost is from another source, click this check box if it was collected on a date other than the report date (or if you will be recalculating the estimate at a later date and want the Residential Estimator to automatically update the addition's cost).
- **Base Date:** This column is only available if you are trending the cost of the addition (by clicking the check box in the previous column). In such cases, you can use this column to set the base date of the addition's cost. If you leave this column blank, Residential Estimator automatically sets the addition's base date to the overall residence's base date (as set on the **Cost Adjustments** screen).

Enter the date in the format mm/yyyy. The earliest date available is January 1977.

Remarks and Notes Screen

Use the Remarks/Notes screen to enter any text that prints in all reports (remarks) or in the Data Entry Report only (notes):

General Info	Remarks and Notes	Estimate ID:TEST-1234
Building Data	Remarks	
Depreciation		
Sections		
Components		
Additions		
Remarks/Notes		
Adjustments	Notes	
Reports/Calc		
Save		
Save As...		
Close		

[<< Additions](#) [Cost Adjustments >>](#)

Cost Adjustments Screen

The **Cost Adjustments** screen contains optional fields that adjust the calculated costs or add additional items to the report:

General Info	Cost Adjustments	Estimate ID:TEST-1234
Building Data	All items on this screen (except Base Date) are optional. If you do not enter a value for a field, Residential Estimator uses the default value to the right of the field.	
Depreciation		
Sections		
Components		
Additions		
Remarks/Notes		
Adjustments		
Reports/Calc		
Save		
Save As...		
Close		
	Local Multiplier	1.14
	Local Multiplier Adjustment %	0
	Architects Fee %	1.3
	Rounding Value	0
	Report Date (mm/yyyy)	09/2003
	Single Line Back Date (mm/yyyy)	09/2003
	Base Date* (mm/yyyy)	09/2003
	Effective Age Adjustment Value	0
	Depreciation % Adjustment Value	0
	Energy Adjustment	Mild
	Foundation Adjustment	Mild
	Hillside Adjustment	Flat
	Seismic Adjustment	No Adjustment
	Wind Adjustment	No Adjustment
	Story Height	8
	Type Name	
	Apply Depreciation Percentages to Replacement Cost New	<input type="checkbox"/>
	* =Required	

The values displayed on the right are the values that Residential Estimator will use when calculating the costs if you do not enter a value for that item.

The items on this screen are:

- Local Multiplier:** Enter a value if you do not want to use the default local multiplier (from the *Residential Cost Handbook*, based on ZIP/Postal Code and exterior wall type).

Example: The entry to set the local multiplier to 1.07 is:

Local Multiplier

- **Local Multiplier Adjustment (%):** Enter a value if you want to increase or decrease the costs for unusual situations, such as remote locations, resort locations, shortages, surpluses, etc. In such instances, enter the percentage you want to increase or decrease costs for the local multiplier adjustment %.

Example: To increase all costs by 7.5%:

Local Multiplier Adjustment %

If the local multiplier is 1.10, the adjusted local multiplier used in the cost calculations is 1.1825, which is 1.10 increased by 7.5% (1.10 times 1.075).

- **Architect's Fee (%):** Enter a value if you do not want to use the default architect's fee % (from page D-16 of the *Residential Cost Handbook*, based on type and quality).

Example: The entry to set the architect's fee percentage to 7.5% is:

Architects Fee %

- **Rounding Value (\$):** Enter a value to print an additional line in the report with the final cost rounded to the dollar amount entered.

Example: The entry to set the rounding value to \$1000 is:

Rounding Value

The total cost and rounded total cost in a report are:

	Units	Cost	Total
Total Cost	2,000	90.71	180,142
Rounded to Nearest	1,000		180,000

- **Report Date (mm/yyyy):** Enter a value only if you want the costs in the report to be calculated for a previous date (with October 1975 the earliest date for which costs are available). Use this field only if you want to set the report date for selected estimates to a date other than the cost date (such as when doing an appraisal for a divorce or estate where a specific valuation date is required).

Program Reference

Example: The entry to set the report date to March, 1993 is:

Report Date (mm/yyyy)

- **Single Line Backdate Date (mm/yyyy):** Enter a value only if you want to print an additional line in the report with the final cost trended back to a previous date (October 1975 is the earliest available date).

Example: The entry to set the backdate date to November, 1989 is:

Single Line Back Date (mm/yyyy)

The total cost and backdated total cost in the report are:

	Units	Cost	Total
Total Cost	2,000	90.71	160,142
Total Back Dated to 11/1999			149,363

- **Base Date (mm/yyyy):** This is a required field that sets the month and year of all effective ages and physical and/or combined physical and functional depreciation percentages in the estimate. It also sets the date of the costs for additions given the Trend option but that do not have their own Base Dates. See the *Worksheet Reference* for further details.
- **Effective Age Adjustment Value:** The number of years to adjust each effective age in the estimate for each year between the Base Date and the Report Date.
- **Depreciation Percentage Adjustment Value:** The percentage to adjust each physical and/or physical+functional depreciation percentage in the estimate for each year between the Base Date and the Report Date.
- **Energy Adjustment:** Select one of the climate zones to adjust the costs for items that affect energy conservation (i.e., insulation, framing and window glazing), or select the “Use Default” option to use the default listed in the “Defaults” column.
- **Foundation Adjustment:** Select one of the climate zones to adjust the foundation depth of the residence, or select the “Use Default” option to use the default listed to the right of this drop-down list box.
- **Hillside Adjustment:** If the residence is built on a hillside, select one of the options here to adjust the cost for hillside construction.

- **Seismic Adjustment:** Select one of the options here if you want to adjust the cost for the additional construction needed to meet seismic building code requirements. For frame homes, this includes the additional cost of structurally upgrading the sheathing, bracing and roof ties, and of increased reinforcement in the foundation. For masonry homes, this includes the additional reinforcement cost for both the exterior wall and foundation, as well as the additional costs for roof ties and any other miscellaneous structural upgrading. If you do not want to adjust the cost for seismic construction, select “No Adjustment.”
- **Wind Adjustment:** Select “Adjust for Wind” to adjust the cost for the additional construction to meet high wind building code requirements. Select “No Adjustment” if you do not want to adjust for wind.
- **Type Name:** Enter a type name only if you want the report to have something other than the residence type you selected on the Building Data screen. For example, if a Single-Family Residence has been converted to a Restaurant, enter Restaurant for the type name.
- **Apply all Percentages to RCN:** Check this box if you want the Functional and External Depreciation Percentages to apply to the Replacement Cost New. If you do not check this box, Residential Estimator applies the Functional Depreciation Percentage to the Replacement Cost New minus the Physical Depreciation, and applies the External Depreciation Percentage to the Replacement Cost New Minus the Physical and the Functional Depreciation.

Cost Adjustments Screen for Manufactured Housing

General Info		Estimate ID:TEST-9876	
Building Data	Cost Adjustments		
Depreciation	All items on this screen (except Base Date) are optional. If you do not enter a value for a field, Residential Estimator uses the default value to the right of the field.		
Sections			Default
Components	Site Built Multiplier:		
Additions	Multiplier	<input type="text"/>	1.14
Remarks/Notes	Multiplier Adjustment %	<input type="text"/>	0
Adjustments	Manufactured Housing Multiplier:		
Reports/Calc	Type	Site-Built	
Save	Multiplier	<input type="text"/>	1.03
Save As...	Additional Items:		
Close	Rounding Value	<input type="text"/>	0
	Report Date (mm/yyyy)	<input type="text"/>	09/2003
	Single Line Back Date (mm/yyyy)	<input type="text"/>	09/2003
	Base Date* (mm/yyyy)	09/2003	09/2003
	Effective Age Adjustment Value	<input type="text"/>	0
	Depreciation % Adjustment Value	<input type="text"/>	0
	Energy Adjustment	<input type="text"/>	(2 x 4) Base Cost
	Story Height	<input type="text"/>	8
	Type Name	<input type="text"/>	
	* =Required		

The following items in the Cost Adjustments section of the Manufactured Housing Worksheet, shown above, are the same as the items on the Site-Built Worksheet:

- Rounding Value
- Report Date
- Single Line Backdate
- Base Date
- Effective Age Adjustment Value
- Depreciation % Adjustment Value
- Type Name

- Story Height

The following items are unique to the Manufactured Housing Worksheet:

- **Site-Built Multiplier:** The site-built multiplier adjusts the site-built elements of a manufactured home (basement, garage, porch, continuous foundation, etc.) to the location of the building. Residential Estimator automatically uses a site-built multiplier based on the ZIP or Postal Code entered in the General Information section (using the local multipliers in Section F of the *Residential Cost Handbook*). To override the automatic site-built multiplier for an estimate, enter the desired multiplier in this field (using a number between 0.4 and 6.00).

Example: To set the Site-Built Multiplier to 1.15, enter 1.15 in this field.

Note: If you select “Use Site Built Mult” in the Manufactured Housing Multiplier Type field on the **Cost Adjustments** screen, Residential Estimator applies the site-built multiplier to all the manufactured home costs, both site-built and factory-built.

- **Site-Built Multiplier Adjustment:** Use this field to increase or decrease the site-built multiplier for unusual situations, such as remote locations, resort locations, shortages, surpluses, etc. Enter a positive percentage to increase the site-built multiplier, or a negative percentage to decrease the site-built multiplier.

Example: To increase all site-built costs by 7.5%, enter 7.5 in this field:

If the site-built multiplier is 1.10, the adjusted site-built multiplier used in the cost calculations is 1.1825, which is 1.10 increased by 7.5% (1.10 times 1.075).

Example: To decrease all site-built costs by 7.5%, enter -7.5 in this field:

If the site-built multiplier is 1.10, the adjusted site-built multiplier used in the cost calculations is 1.0175, which is 1.10 decreased by 7.5% (1.10 times 0.925).

- **Manufactured Housing Multiplier Type:** Select one of the following options to indicate which multiplier to use for factory-built elements of the manufactured home:

Use Mfg. Housing Mult: Use a multiplier that reflects the costs of constructing the manufactured home at the factory. This option is typically used for manufactured homes sited in a manufactured housing park or development.

Use Site-Built Mult.: Use a multiplier that reflects the costs of constructing the manufactured home at the site it is installed. This option is typically used for manufactured homes located individually in a site-built community.

Program Reference

- **Manufactured Housing Multiplier:** The manufactured housing multiplier applies to the factory-built elements of a manufactured home when you select the Manufactured Housing Multiplier Type as “Use Mfg. Housing Mult.” Residential Estimator automatically sets the manufactured housing multiplier using the regional multipliers in Section F of the *Residential Cost Handbook*. To override the automatic manufactured housing multiplier for an estimate, enter the desired multiplier in this field (using a number between 0.4 and 6.00).

Example: To set the Manufactured Housing Multiplier to 1.17, enter 1.17 in this field:

- **Wall Energy Adjustment:** This is the equivalent of the Energy Adjustment for single-family homes. The base wall at all qualities is 2” x 4” construction. A percentage adjustment for 2” x 6” or for Wood Stresskin Panels construction is to be applied to the base cost only. The appropriate percentage varies with at each quality. The wall adjustment increase includes energy upgrade packages.

Cost Adjustments Screen for Non-Building Estimates

General Info	Cost Adjustments	Estimate ID:TEST-8888
Quality	All items on this screen (except Base Date) are optional. If you do not enter a value for a field, Residential Estimator uses the default value to the right of the field.	
Components		Default
Additions	Local Multiplier <input type="text"/>	
Remarks/Notes	Local Multiplier Adjustment % <input type="text"/>	0
Adjustments	Rounding Value <input type="text"/>	0
Reports/Calc	Report Date (mm/yyyy) <input type="text"/>	09/2003
Save	Single Line Back Date (mm/yyyy) <input type="text"/>	09/2003
Save As...	Base Date* (mm/yyyy) <input type="text" value="09/2003"/>	09/2003
Close	Effective Age Adjustment Value <input type="text"/>	0
	Depreciation % Adjustment Value <input type="text"/>	0
	Apply Depreciation Percentages to Replacement Cost New <input type="checkbox"/>	
	* =Required	
	<< Remarks/Notes	Reports >>

All the items on the **Cost Adjustments** screen for non-building estimates work the same as they do on the **Cost Adjustments** screen for site-built housing.

Reports Screen

Use the **Reports** screen to calculate the costs, print or preview reports, and download reports to a file on your computer:

General Info

Building Data

Depreciation

Sections

Components

Additions

Remarks/Notes

Adjustments

Reports/Calc

Save

Save As...

Close

Estimate ID:TEST-1234

Reports

Report Type Download Format

Short HTML [Download](#) [Print](#) [Preview](#) [Calculate](#)

Short Report

Estimate ID TEST-1234

Property Owner

Address

City

State/Province

ZIP/Postal Code 90017

Surveyed By

Survey Date

Cost As Of 09/2003

Single-family Residence

Description	Units	Unit Cost	Total
Base Cost	2,000	\$42.48	\$84,960
Basic Structure Total Cost	2,000	\$45.64	\$91,280
Cabinets			\$1,825
Subtotal Garage			\$1,825
Replacement Cost New	2,000	\$46.55	\$93,105
Total Depreciated Cost			\$93,105
Total			\$93,105

Cost data by Marshall & Swift, L.P.

[<< Cost Adjustments](#)

Calculating Costs

When you have not yet calculated the costs, or have made changes since calculating, the Report Type is “Data Entry” and you cannot change the type to any of those with calculated costs:

General Info

Building Data

Depreciation

Sections

Components

Additions

Remarks/Notes

Adjustments

Reports/Calc

Save

Estimate ID:TEST-1234

Reports

Report Type Download Format

Data Entry HTML [Download](#) [Print](#) [Preview](#) [Calculate](#)

Data Entry Report

General Information

Estimate ID TEST-1234

Property Owner

Address

City


In either case, click the **Calculate** (or recalculate) button to calculate the costs for an estimate. If necessary, Residential Estimator displays a screen indicating how much you will be charged for the calculation. Click **OK** to complete the calculation.

Previewing Reports

The **Preview** button on the **Reports** screen displays the complete report in a separate window. This is especially useful for the Form 1007 Report, which does not completely display on the **Reports** screen. To preview a report in a separate window:

1. Select the type of report to download using the report type drop-down list:

Report Type

2. Click the **Preview** button. Residential Estimator displays the report in a separate window.
3. When finished with the report, close the report preview window by clicking the close () button in the upper right corner of the window.

Printing Reports

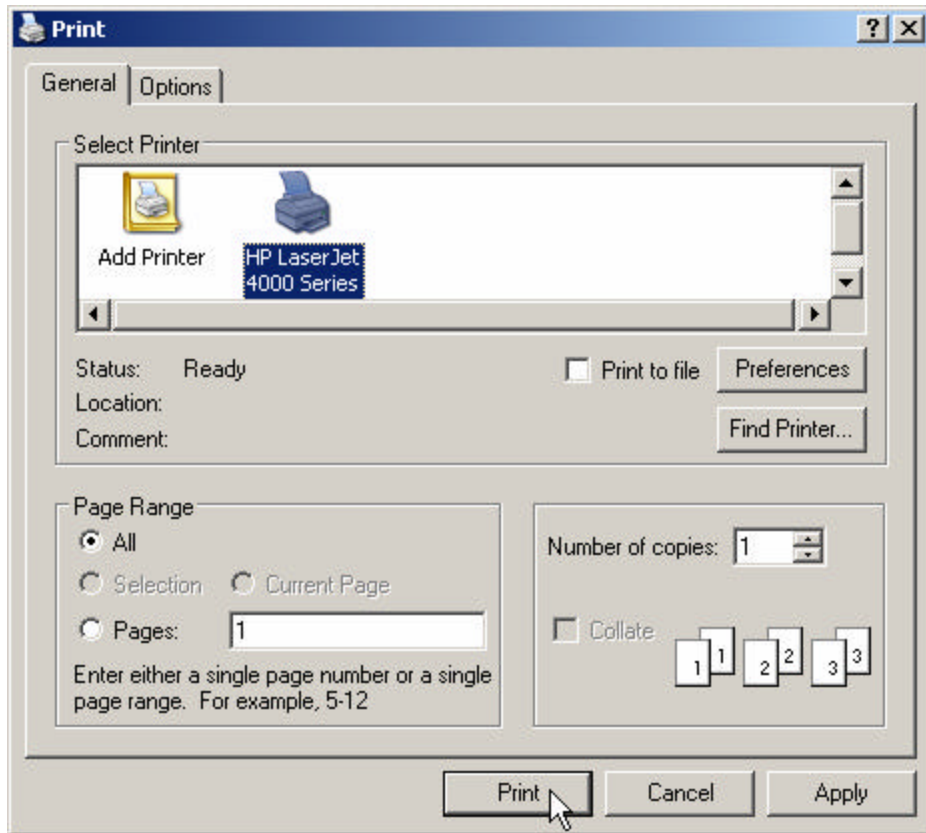
To print a report:

1. Select the type of report to download using the report type drop-down list:

Report Type

2. Click the **Print** button.

3. When the following displays, select a printer then click the **Print** button:

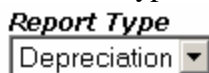


Downloading Reports

The **Download** button on the **Reports** screen allows you to download a report to a file on your computer's hard disk. This file is in Microsoft Word format. You can print the resulting file from Word or insert it into another Word file.

To download a report to your computer:

1. Select the type of report to download using the report type drop-down list:

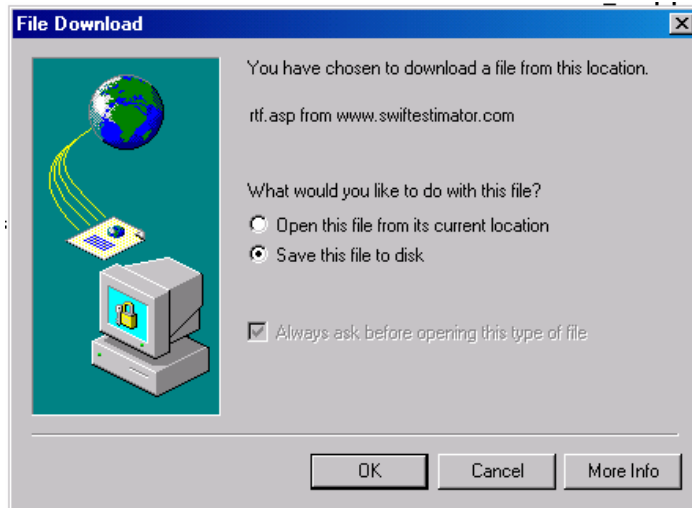


2. Select the format of the downloaded file using the Download Format drop-down list:

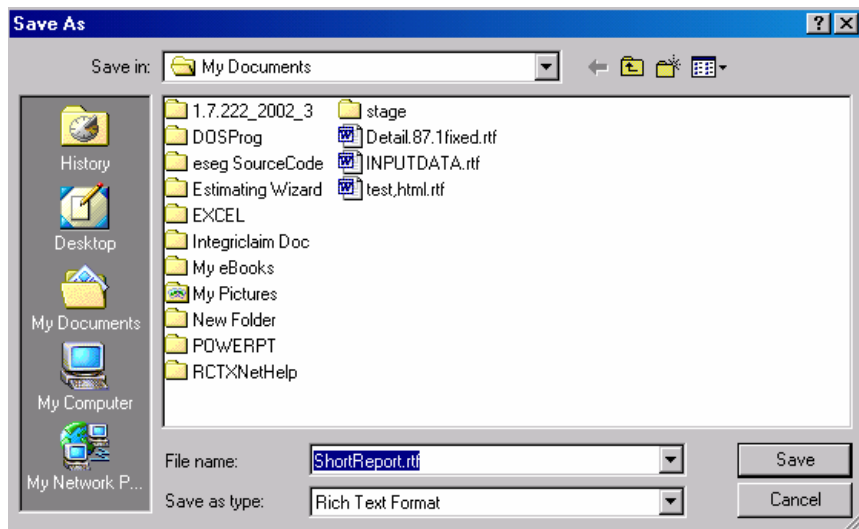


3. Click the **Download** button (which only displays when the estimate is calculated).

- When the following displays, click **OK** with “Save this file to disk” selected:

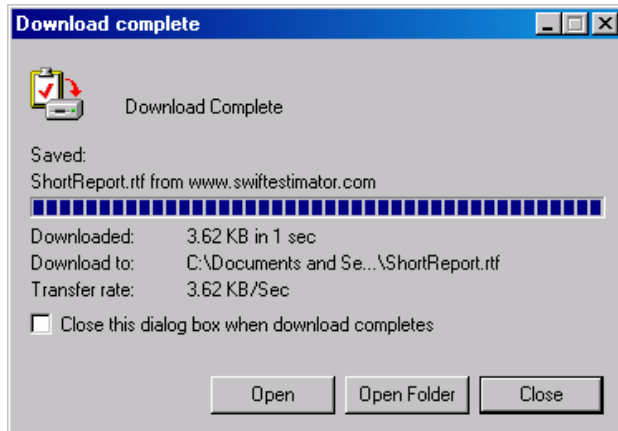


- When the following displays, enter or select the name of the file for the downloaded report, then click the **Save** button:



Program Reference

- When the following displays indicating that the download is complete, click the **Close** button:



Report Examples

Residential Estimator has five report types:

- **Input Data Listing:** Displays all the data you have entered for the estimate.
- **Summary Report:** Displays a summary of the costs for the estimate. This includes the costs for each of the construction systems (exterior walls, heating and cooling, etc.), but not the individual component costs.
- **Detailed Report:** Displays a detailed cost report. This includes showing the costs for each component in the estimate.
- **Depreciation Report:** Similar to the Detailed Report, with the addition of columns with the depreciation amount and depreciated cost for each component.
- **Form 1007 Report:** The standard square foot cost calculation form used in conjunction with the *Marshall & Swift Residential Cost Handbook*.

These are illustrated on the following pages.

Program Reference

Standard Report Example

Estimate ID: ABC-123
Property Owner: David Grant
Address: 123 Hill Street
City: Los Angeles
State/Province: CA
ZIP/Postal Code: 90017
Surveyed By:
Survey Date:

Single-family Residence
Effective Age: 10
Cost As Of: 9/1/2002
Style: Two Story
Exterior Wall: Frame, Stucco 70%
Veneer, Brick 30%

Floor Area: 2250
Quality: 3.5 Average/Good
Condition: Average

Plumbing Fixtures: 11

	Units	Cost	Total
Base Cost	2250	\$44.33	99742
Plumbing Fixtures	11	\$1,227.10	13498
Composition Shingle	2250	\$0.97	2182
Raised Subfloor	2250	\$7.85	17662
Carpet and Pad	1462	\$3.51	5132
Ceramic Tile	338	\$11.78	3982
Hardwood	225	\$10.40	2340
Resilient Floor Cover	225	\$2.96	666
Forced Air Furnace	2250	\$3.14	7065
Plumbing Rough-ins	2	\$420.89	842
Double 1-Story Fireplace	1	\$4,957.59	4958
Appliance Allowance	1	\$3,942.12	3942
Basic Structure Total Cost	2250	\$72.00	162011
<hr/>			
Replacement Cost New	2250	\$72.00	162011
<hr/>			
Physical + Functional Depreciation 9.0%	0	\$0.00	14582
External Depreciation 7.0%	0	\$0.00	10320
Total Depreciated Cost	0	\$0.00	137109
<hr/>			
Total	0	\$0.00	137109

Cost data by Marshall & Swift, L.P.

Short Report Example

Estimate ID: ABC-123
 Property Owner: David Grant
 Address: 123 Hill Street
 City: Los Angeles
 State/Province: CA
 ZIP/Postal Code: 90017
 Surveyed By:
 Survey Date:

Cost As Of: 9/1/2002

Single-family Residence

	Units	Cost	Total
Base Cost	2250	\$44.33	99742
Basic Structure Total Cost	2250	\$72.00	162011
Replacement Cost New	2250	\$72.00	162011
Physical + Functional Depreciation 9.0%	0	\$0.00	14582
External Depreciation 7.0%	0	\$0.00	10320
Total Depreciated Cost	0	\$0.00	137109
Total	0	\$0.00	137109

Cost data by Marshall & Swift, L.P.

Data Entry Report Example

Estimate ID: ABC-123
Property Owner: David Grant
Address: 123 Hill Street
City: Los Angeles
State/Province: CA
ZIP/Postal Code: 90017
Surveyed By:
Survey Date:
Comment:
Replacement Cost New: \$162,011
Total Depreciated Cost: \$137,109
Total: \$137,109

Building Data

Residence Type: Single-family Residence
Number of Units: 0
Style: Two Story
Total Floor Area: 2250
Quality: 3.5 Average/Good
Condition: Average

Depreciation

Type: M&S Table, M&S Typical Life
Cost as of: 09/2002
Effective Age: 10
Typical Life: 55

Component	Units/%	Quality	Depreciation
Heating/Cooling			
309 Forced Air Furnace	100%		
Appliances			
502 Automatic Appliance Allowance			
Miscellaneous			
602 Plumbing Rough-ins (#)	2		
601 Plumbing Fixtures (#)	11		
622 Raised Subfloor (% or SF)	100%		
644 Double 1-Story Fireplace (#)	1		
Exterior Walls			
109 Frame, Stucco	70%		
131 Veneer, Brick	30%		

Roofing

208 Composition Shingle	100%
<hr/>	
Floor Cover	
411 Carpet and Pad (SF or %)	65%
412 Ceramic Tile (SF or %)	15%
413 Hardwood (SF or %)	10%
418 Resilient Floor Cover (SF or %)	10%

Additions

Type	Description	Units	Cost	Deprecia
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Cost Adjustments

Local Multiplier:	1.14	Local Multiplier Adjustment:	0
Architect's Fees:	2.45	Rounding Value:	0
Report Date:	09/2002	Single-Line Backdate:	09/2002
Base Date:	09/2002	Effective Age Adj. Value:	0
Depreciation % Adj. Value:	0	Energy Adjustment:	Mild
Foundation Adjustment:	Mild	Hillside Adjustment:	Flat
Seismic Adjustment:	No Adjustment	Wind Adjustment:	No Adjustment
Type Name:			

Form 1007 Example



SQUARE FOOT APPRAISAL FORM

For subscribers using the *Residential Cost Handbook/Residential Estimator 7*

Estimate Number: 1

Property Owner <u>James T. Kirk</u>		Date <u>02/21/2000</u>	
Address <u>10550 Enterprise Lane</u>		Surveyed By <u>Leonard McCoy</u>	
City <u>Federation City</u>		Cost as of <u>February, 2000</u>	
State/Province <u>CA</u> Zip/Postal Code <u>90010</u>		Appraisal For _____	
Type <u>Single-family Residence</u>	Quality <u>3.00</u> Average	Total Floor Area <u>2,000</u>	
Style <u>One Story 100%</u>		Number of Units _____	
Exterior Walls <u>Frame, Stucco 70%; Veneer, Brick 30%</u>		Interior Wall Height <u>8</u>	
		Basement Depth _____	
Age <u>10</u> Condition <u>3.00</u> Average	Region <input checked="" type="checkbox"/> Western <input type="checkbox"/> Central <input type="checkbox"/> Eastern		
		Factor	Quantity
		Cost	Extended Cost
1. COMPUTE RESIDENCE BASIC COST		1.000	2,000
		48.06	\$ 96,128
Square Foot and Lump Sum Adjustments			
2. Roofing <u>Composition Shingle</u>		2,000	0.06 + 120
3. Energy: <input checked="" type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Extreme <input type="checkbox"/> Superinsulated		2,000	-0.78 - (1,560)
4. Foundation: <input checked="" type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Extreme <u>Hillside: <input checked="" type="checkbox"/>Flat <input type="checkbox"/>Moderate <input type="checkbox"/>Steep</u>		2,000	-1.66 - (3,320)
5. Seismic: <input checked="" type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <u>Wind: <input checked="" type="checkbox"/>No <input type="checkbox"/>Yes</u>			
6. Subfloor <u>Raised Subfloor</u>			
7. Floor Insulation: <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Extreme			
8. Floor Cover <u>Floor Cover Allowance</u>		2,000	2.33 + 4,660
9. Plaster Interior			
10. Heating/Cooling <u>Warmed & Cooled Air</u>		2,000	1.37 + 2,740
11. Plumbing Fixtures: <u>Total 12 Base 8</u>			+ 3,080
12. Plumbing Rough-ins: <u>Total 1 Base 1</u>			
13. Dormers			
14. Fireplaces <u>Single 1-Story Fireplace</u>		1	2,200.00 + 2,200
15. Built-in Appliances <u>Appliance Allowance</u>			+ 2,100
16. SUBTOTAL: ADJUSTED RESIDENCE COST: Total of Lines 1 to 15.		2,000	53.07 \$ 106,140
17. Basement			
18. Porches, Decks, Breezeways, etc.			
19. Balconies			
20. Exterior Stairways			
21. SUBTOTAL: RESIDENCE COST: Total of Lines 16 and 20.		2,000	53.07 \$ 106,140
22. Garages/Carports <u>Attached Garage</u>		560	14.58 8,165
23. SUBTOTAL OF ALL BUILDING IMPROVEMENTS: Total of Lines 21 and 22.		2,000	57.15 \$ 114,305
24. Multipliers: <u>Current Cost (1.08) X Local (1.15) X Other (1.00)</u>			1.00
25. Additional Components			
26. TOTAL BUILDING COST NEW: Line 23 x Line 24 + Line 25.		2,000	70.87 \$ 141,738
27. Depreciation: <u>Physical and Functional</u>			13,639
28. <u>External and/or Excessive Functional Obsolescence</u>			
29. Additional Depreciation			
30. TOTAL DEPRECIATED COST: Line 26 - Lines 27 to 29.		2,000	64.05 \$ 128,099
31. <u>Yard Improvements</u>			9,800
32. <u>Miscellaneous</u>			
33. <u>Land/Site Value</u>			65,000
34. TOTAL INDICATED VALUE: Total of Lines 30 to 33.		2,000	101.45 \$ 202,899

FORM 1007

Depreciation Report Example

	Units	Unit Cost	Total Cost New	Less Depreciation	Total Cost Depreciated
Base Cost	2250	44.33	99742	8977	90765
Plumbing Fixtures	11	1227.1	13498	1215	12283
Composition Shingle	2250	0.97	2182	196	1986
Raised Subfloor	2250	7.85	17662	1590	16072
Carpet and Pad	1462	3.51	5132	462	4670
Ceramic Tile	338	11.78	3982	358	3624
Hardwood	225	10.4	2340	211	2129
Resilient Floor Cover	225	2.96	666	60	606
Forced Air Furnace	2250	3.14	7065	636	6429
Plumbing Rough-ins	2	420.89	842	76	766
Double 1-Story Fireplace	1	4957.59	4958	446	4512
Appliance Allowance	1	3942.12	3942	355	3587
Basic Structure Total Cost	2250	72	162011	14582	147429
<hr/>					
Replacement Cost New	2250	72	162011		
<hr/>					
Physical + Functional Depreciation 9.0%				14582	147429
External Depreciation 7.0%				10320	137109
Total Depreciated Cost				24902	137109
<hr/>					
Total					137109
<hr/>					

Cost data by Marshall & Swift, L.P.