

Frequently Asked Questions on the Activation of Use Code 009 - Residential Common Areas/Elements	
Q-1	Should we use code 009 for both vacant and improved residential common area/ element parcels?
A-1	Yes
Q-2	Can we code commercial and industrial common element parcels to Use Code 009?
A-2	No, because DOR Use Code (UC) 009 falls under the residential classification of properties in Chapter 12D-8, F.A.C. Counties should report commercial common areas on the NAL using UC 010 - Vacant Commercial and report industrial common area parcels to UC 040 - Vacant Industrial. You can assign sub-codes to these parcels in your CAMA system for your office purposes as long as they crosswalk to the appropriate DOR UC on the NAL.
Q-3	How should we report the Use Code 009 common area parcels on the recapitulation reports?
A-3	There will be one change on the DR-489/403 forms. On the DR-489/403 PC, include the UC 009 common area parcels in the fields currently identified as 06 & 07 - Miscellaneous Residential. On all other forms, include the values where appropriate in the summaries; no separate accounting for these parcels is required.
Q-4	Will the Use Code 009 parcels fall into the In-depth Study?
A-4	UC 009 common area parcels will not filter into the in-depth study as they typically have a zero or minimum value and, because they do not typically sell, they are not suitable for sale ratio studies. DOR will filter these parcels into a non-active stratum. Periodically DOR will review parcels coded 009 in a procedures review to ensure correct coding.
Q-5	What do we do if the DOR Level 2 Edit 1 report flags commercial/industrial common element parcels? <i>(Do any parcels have zero in total just value and zero in either school assessed or non-school assessed value?)</i>
A-5	This edit will flag any commercial/industrial common element parcels you coded with either 010 - Vacant Commercial or 040 - Vacant Industrial with zero in total just value and zero in either school or non-school assessed value. Parcels flagged in this edit are for review purposes only and do not require a response. DOR may do a periodic procedural review of the flagged parcels in this edit to determine if these parcels are correctly coded.