



State of New Jersey

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TO: County Tax Administrators, Municipal and County Assessors

FROM: Melissa Thomas, Chief, Valuation and Mapping 

DATE: November 14, 2024

RE: Use of Alphanumeric Characters for Condominium, Distinct Unit, Parking, and Mobile Qualifiers

This memo serves as an amendment to the requirements of N.J.A.C. 18:23A-1.28 and the New Jersey MOD IV Manual, to allow for the use of alphanumeric characters in qualifier identifiers of condominiums, distinct unit designations, separately assessed parking spaces/garages, and mobile homes. As this feature has been requested by assessors to allow better use of the qualifier field, this change is effective immediately; N.J.A.C. 18:23A-1.28 will be amended to reflect this policy as soon as practicable.

- Qualifier codes “C”, “D”, “M”, and “P” should be entered as CXXXX, DXXXX, MXXXX, or PXXXX, where the X’s are any combination of four alphanumeric characters. These qualifiers must be 5 characters in length. Use zeros after the “C”, “D”, “M”, or “P” if needed. Example: C0601 not C601. No punctuation characters are permitted.
- If a “C”, “D”, “M”, or “P” qualifier requires the use of an additional “X” qualifier for an exempt portion of taxable property, a sixth character is permitted. Example: C0601 and C0601X. Call your MOD IV vendor for assistance on entering the sixth character.

If you have any questions or concerns on the use of these characters, please contact Matthew Loyer at Matthew.Loyer@treas.nj.gov or (609) 322-6730.