



## Arizona Business License Excel Spreadsheet

Property Management Solutions for Over 30 Years

### **Requires Version 2016 or later**

We have created a report and these export / import instructions that can be used as a starting point for the Excel formatted rental property business license applications for the State of Arizona.

It is the responsibility of the property management company to carefully review the instructions and the data in this spreadsheet.

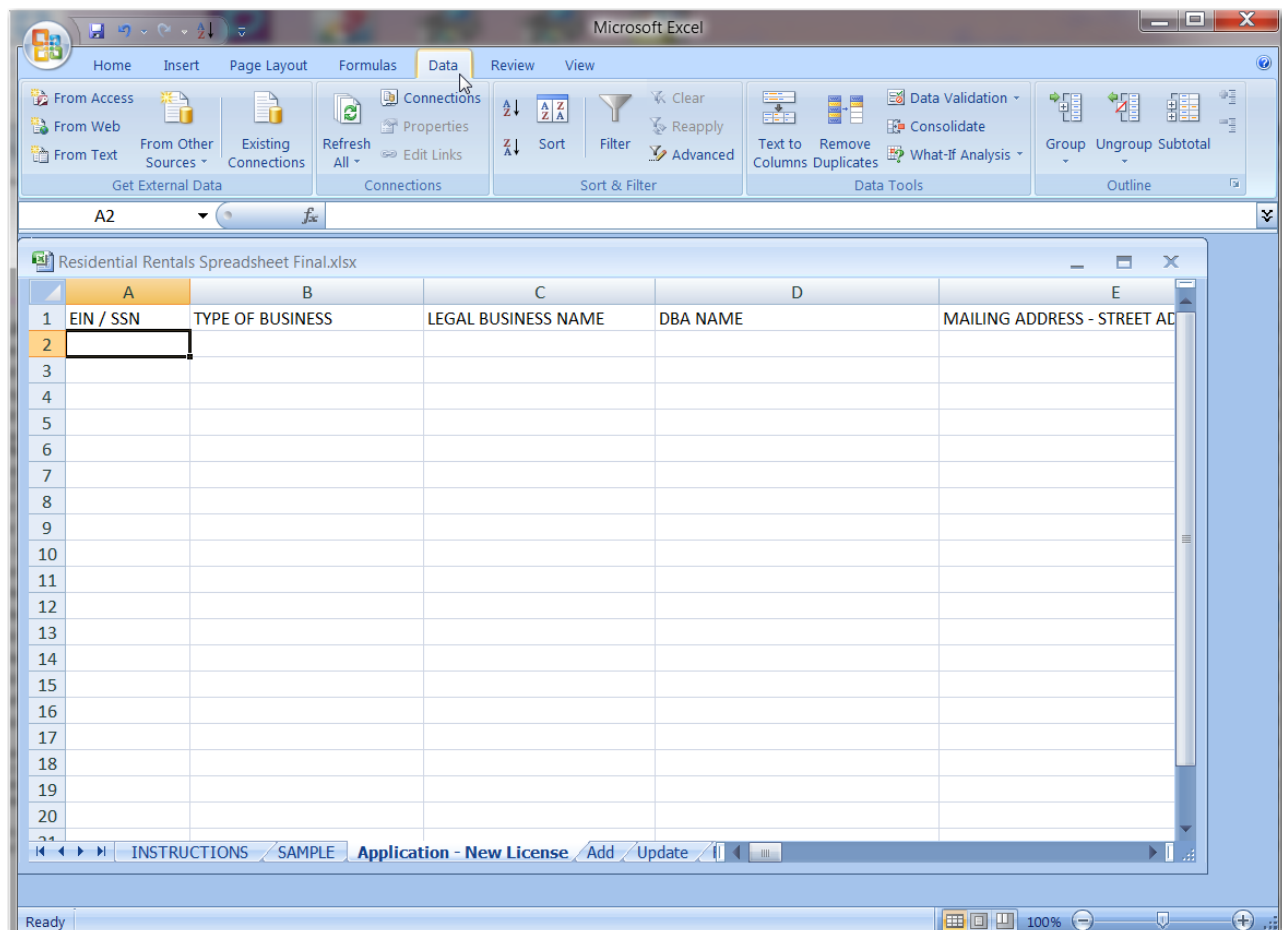
The export creates one Excel row for each unit that is under an owner ledger and one Excel row per owner for each unit that is under a property ledger. In the case of multi-family properties the instructions indicate that these rows must be replaced by a single row in the spreadsheet.

A working knowledge of Excel is expected by the State of Arizona.

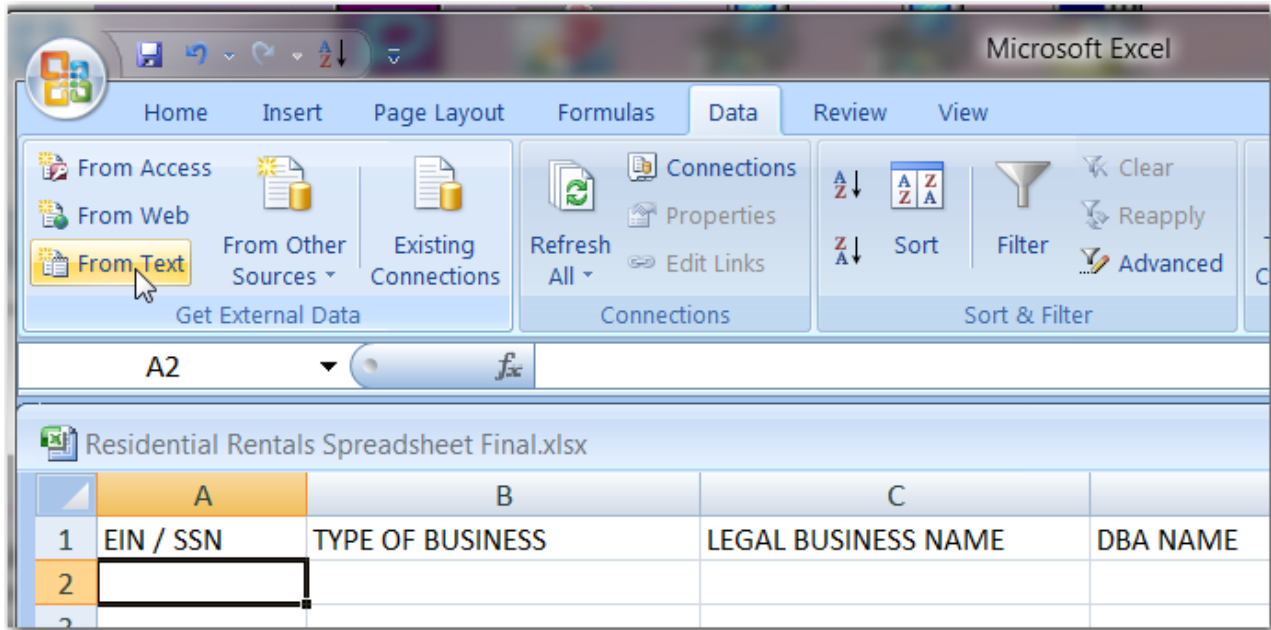
See next page for step by step instructions.

## Step By Step Instructions

1. Generate the Arizona Business License Application report found in Owner Reports.
2. Select the “Export” option.
3. Change the export name to “Arizona Business License”.
4. Select “Save”.
5. The export file will be compiled and saved and an explorer dialog will be opened with the file highlighted. Copy this file to your main documents folder.
6. Download and create a copy of the Excel spreadsheet provided by the state at this link: <http://www.azdor.gov/TPTSimplification/ResidentialRental.aspx>
7. Open the spreadsheet using Excel.
8. Go to Tab 3 “Application – New License”.
9. Click into cell A2.



10. From the ribbon, select Data, External Data, From Text.



11. Select the export file from the documents folder. Click "Import".
12. Selected the "Delimited" radio button.
13. Click "Next" in the wizard.
14. Select "Comma" as the delimiter. Deselect "Tab".
15. Click "Finish" in the wizard.
16. Confirm that the starting cell for the import is \$A\$2.
17. Click OK.

At this point the data will be imported including one row of headers. Confirm that the imported headers line up with the headers in the spreadsheet. Not all the names will be exact matches. It is sufficient to confirm that the zip code columns all line up. Don't forget to delete this extra row in Excel before submitting your data.

Pay close attention to the first and last name values for the owners. These are extracted from free form names in the mailing address and so may not be accurate.