

**Sec. 4. (a) HEADER RECORD (the first record in each file)**

(1) The **HEADER RECORD** must be placed as the first record in each real property assessment file including the **PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDETL, APPEAL, SALEDISC, SALECONTAC, and SALEPARCEL** files.

(2) The format of the **HEADER RECORD** must be consistent with the data format below.

Column	Start	End	Length	Type	Comments/Format
Filename	1	10	10	A	Name of data file (e.g. PARCEL or IMPROVE).
County Number	11	12	2	A	State designated county ID (e.g. 23) See code list 59.
County Description	13	32	20	A	State designated county name (e.g. LAKE). See code list 59.
File Format ID	33	37	5	A	Constant value of 2010A. This communicates the version of the structure used to create the data.
County Contact Name	38	77	40	A	Full name of the individual at the county who can answer questions specific to this data extract (e.g. Robert Smith).
County Contact Phone	78	95	18	A	Complete telephone number of individual at the county who can answer questions specific to this data extract – format required is ###-###-#### ##### (e.g. 219-555-5555 44444).
File create date	96	105	10	D	Date the file was created – format required is mm/dd/yyyy format (e.g. 10/01/2010).
File create time	106	109	4	A	Time the file was created – format required is #### in military time (e.g. 1400).
Assessment Year	110	113	4	A	The assessment year specific to the data submission – format required is yyyy (e.g. 2009).
Pay Year	114	117	4	A	The tax payment year specific to the data submission – format required is yyyy (e.g. 2010).
Software Vendor Name	118	177	60	A	Full name of the individual at the vendor who can answer questions specific to this data extract (e.g. Robert Smith).
Software Vendor Company	178	237	60	A	Full name of the vendor company preparing the data extract.
Software Package Name and Version	238	287	50	A	Complete name of the software package along with the version of the software used to build this data extract (e.g. ABC Assessor System Version 1.5).
Software Vendor Phone Number	288	305	18	A	Complete telephone number of the individual at the vendor’s company who can answer questions specific to this data extract – format required is ###-###-#### ##### (e.g. 317-555-5555 44444).
Software Vendor Email	306	353	48	A	E-mail of the individual at the vendor’s company who can answer questions specific to this data extract (e.g. Help@ABCVendor.com).
Location Cost Multiplier	354	358	5	N	Format 1.4 (e.g. 12345; Implied: 1.2345).
Transmission Description	359	458	100	A	Description of transmission. Comment field, free text.

**(i) SALES DISCLOSURE SUBMISSION FILE (1 record per sales disclosure) - Filename = SALEDISC**

**(1) The SALEDISC file contains one record for each real property sales disclosure submitted to the county for processing. All sales records must be verified and validated for ratio study consideration prior to submission to the department. Each record combination of the SALEDISC, SALECONTAC and SALEPARCEL files must have a corresponding record in the PARCEL file.**

**(2) The SALEDISC file must be submitted to the department and legislative services agency by the county assessor on or before March 1 of the year following the assessment year, and must be submitted with associated SALEPARCEL and SALECONTAC files.**

**(3) Primary Key for the SALEDISC file: The combination of the following fields must be unique within the SALEDISC file.**

**(A) SDF\_ID.** The SDF\_ID field must be unique within this file.

**(4) Foreign Key to the SALEPARCEL file:**

**(A) SDF\_ID.** Each SDF\_ID value in the SALEDISC table must match a minimum of one record in the SALEPARCEL file for the calendar year.

**(5) Foreign Key to the SALECONTAC file:**

**(A) SDF\_ID.** Each SDF\_ID value in the SALEDISC table must match a minimum of three records (one Seller, one Buyer and one Preparer) in the SALECONTAC file for the calendar year.

Column	Start	End	Length	Type	Comments/Format
SDF_ID	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-0000001"). Foreign key to SALECONTACT and SALEPARCEL files.
County_ID	17	18	2	A	State county ID number. Left pad with zero as necessary,
County_Name	19	43	25	A	State designated county name
B1_Valuable_Consider	44	44	1	A	Buyer is purchasing the property for valuable consideration (Y/N)
B2_Buyer_Adjacent	45	45	1	A	Buyer is an adjacent property owner (Y/N)
B3_Vacant_Land	46	46	1	A	Vacant land (Y/N)
B4_Trade	47	47	1	A	Exchange for other real property ("Trade") (Y/N)
B4_Trade_Assessor	48	48	1	A	Exchange for other real property ("Trade") as corrected by county assessor (Y/N)
B5_Seller_Points	49	49	1	A	Seller paid points (Y/N)
B6_Primary_Change	50	50	1	A	Change planned in the primary use of the property (Y/N)
B7_Relationship	51	51	1	A	Existence of family or business relationship between buyer and seller (Y/N)
B8_Land_Contract	52	52	1	A	Land contract (Y/N)
B8_Land_Contract_Term	53	56	4	N	Contract term (in years). Only populate if B8_Land_Contract = Y.
B8_Land_Contract_Date	57	66	10	D	Contract date. Only populate if B8_Land_Contract = Y.

Column	Start	End	Length	Type	Comments/Format
B9_PersProp	67	67	1	A	Personal property included in transfer (Y/N)
B10_Physical_Change	68	68	1	A	Physical changes to property between March 1 and date of sale (Y/N)
B11_Partial_Interest	69	69	1	A	Partial interest (Y/N)
B12_Court_Order	70	70	1	A	Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate (Y/N)
B13_Partition	71	71	1	A	Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety (Y/N)
B14_Charity	72	72	1	A	Transfer to a charity, not-for-profit organization, or government (Y/N)
B15_Easement	73	73	1	A	Easements or right-of-way grants (Y/N)
C1_Conveyance_Date	74	83	10	D	Conveyance date
C2_Num_Parcels	84	87	4	N	Total number of parcels
C3_Special_Comment	88	342	255	A	Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing
C4_Relationship	343	343	1	A	Family or business relationship existing between buyer and seller (Y/N)
C4_Discount	344	357	14	N	Amount of discount. Format 12.2
C5_Value_PersProp	358	371	14	N	Estimated value of personal property. Format 12.2
C6_Sales_Price	372	385	14	N	Sales price. Format 12.2
C7_Seller_Financed	386	386	1	A	Is the seller financing sale? (Y/N)
C8_Buyer_Loan	387	387	1	A	Is buyer/borrower personally liable for loan (Y/N). Only populate if C7_Seller_Financed = Y.
C9_Mortgage_Loan	388	388	1	A	Is this a mortgage loan (Y/N) Only populate if C7_Seller_Financed = Y.
C10_Amount_Loan	389	402	14	N	Amount of loan. Format 12.2 Only populate if C7_Seller_Financed = Y.
C11_Interest_Rate	403	408	6	N	Interest rate as a percent. Format 2.4 Only populate if C7_Seller_Financed = Y.
C12_Points	409	422	14	N	Amount in points, principal amount deducted. Format 12.2 Only populate if C7_Seller_Financed = Y.
C13_Amortization_Period	423	425	3	N	Amortization period preferred in years. Format 3.0 Only populate if C7_Seller_Financed = Y.
F1_Primary_Residence	426	426	1	A	Will this property be the buyer's primary residence? If no, provide complete address of primary residence, including county (Y/N)

Column	Start	End	Length	Type	Comments/Format
F1_CountyNumber	427	428	2	A	State designated county ID for county of primary residence. Left pad with zero as necessary.
F1_Street1	429	488	60	A	Primary residence street address 1
F1_City	489	518	30	A	Primary residence address city
F1_State	519	520	2	A	Primary residence address state
F1_PostalCode	521	530	10	A	Primary residence address zip code
F1_County	531	555	25	A	Primary residence address county
F2_Vacated_Homestead	556	556	1	A	Does the buyer have a homestead to be vacated for this residence? If yes, provide complete address of residence vacating, including county (Y/N)
F2_CountyNumber	557	558	2	A	State designated county ID for county of vacated residence. Left pad with zero as necessary.
F2_Street1	559	618	60	A	Vacated street address 1
F2_City	619	648	30	A	Vacated address city
F2_State	649	650	2	A	Vacated address state
F2_PostalCode	651	660	10	A	Vacated address zip code
F2_County	661	685	25	A	Vacated address county name
F3_Homestead	686	686	1	A	Application for homestead deduction (Y/N)
F4_Solar	687	687	1	A	Application for solar energy heating/cooling system deduction (Y/N)
F5_Wind	688	688	1	A	Application for wind power device deduction (Y/N)
F6_Hydroelectric	689	689	1	A	Application for hydroelectric device deduction (Y/N)
F7_Geothermal	690	690	1	A	Application for geothermal heating/cooling device deduction (Y/N)
F8_Res_Rental	691	691	1	A	Is this property a residential rental property? (Y/N)
P2_10_Physical_Changes	692	1191	500	A	Identify physical changes to property between March 1 and date of sale
P2_11_Form_Complete	1192	1192	1	A	Is form completed (Y/N)
P2_12_Fee_Required	1193	1193	1	A	Sales fee required (Y/N)
P2_13_Date_Sale	1194	1203	10	D	Date of sale
P2_14_Date_Received	1204	1213	10	D	Date form received
P2_15_Special_Circum	1214	1713	500	A	If applicable, identify any additional special circumstances relating to validation of sale

Column	Start	End	Length	Type	Comments/Format
P2_16_Valid_Trending	1714	1714	1	A	Sale valid for trending (Y/N)
P2_17_Validation_Complete	1715	1715	1	A	Validation of sale complete (Y/N)
P2_18_Validated_By	1716	1740	25	A	Validated by
P2_Assessor_Stamp	1741	1741	1	A	Verification of county assessor stamp is placed on form (Y/N)
P3_1_Disclosure_Fee	1742	1745	4	N	Disclosure fee amount collected. Format 2.2
P3_2_Local_Fee	1746	1749	4	N	Other Local Fee. Format 2.2
P3_3_Total_Fee	1750	1753	4	N	Total Fee Collected. Format 2.2
P3_4_Receipt_Num	1754	1778	25	A	Auditor receipt book number
P3_5_Transfer_Date	1779	1788	10	D	Date of transfer
P3_6_Form_Complete	1789	1789	1	A	Is form completed (Y/N)
P3_7_Fee_Collected	1790	1790	1	A	Is fee collected (Y/N)
P3_8_Attach_Complete	1791	1791	1	A	Attachments complete (Y/N)
P3_Auditor_Stamp	1792	1792	1	A	Verification of county auditor stamp is placed on form (Y/N)

(j) SALES DISCLOSURE CONTACT FILE (at least 3 records per sales disclosure) - Filename = SALECONTAC

(1) The SALECONTAC file contains a minimum of three records (one Seller, one Buyer and one Preparer) for each real property sales disclosure submitted to the county for processing as reported in the SALEDISC file.

(2) The SALECONTAC file must be submitted to the department and legislative services agency by the county assessor on or before March 1 of the year following the assessment year, and must be submitted with associated SALEPARCEL and SALEDISC files.

(3) Primary Key for the SALECONTAC file: The combination of the following fields must be unique within the SALECONTAC file.

(A) SDF\_ID. Unique number for all SDF files logged into system; and,

(B) Contact\_Instance\_No. Iterative instance of contact information entered for SDF file logged into system.

(4) Foreign Key to the SALEDISC file:

(A) SDF\_ID. Unique number for all SDF files logged into system.

Column	Start	End	Length	Type	Comments/Format
SDF_ID	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-000001"). Foreign Key to SALEDISC file.
Contact_Instance_No	17	19	3	N	Iterative instance of contact
Contact_Type	20	20	1	A	Type of contact. Refer to Code List 71.

Column	Start	End	Length	Type	Comments/Format
FirstName	21	50	30	A	First name
MiddleName	51	65	15	A	Middle name
LastName	66	95	30	A	Last name
Suffix	96	105	10	A	Suffix
Title	106	145	40	A	Contact title
Company	146	205	60	A	Company
Street1	206	265	60	A	Street address 1
Street2	266	325	60	A	Street address 2
City	326	355	30	A	Address city
State	356	357	2	A	Address state
PostalCode	358	367	10	A	Address zip code
Phone	368	387	20	A	Phone number
Extension	388	397	10	A	Phone extension
EmailAddress	398	469	72	A	Email address
Sign_Verified	470	470	1	A	Signature verified as present on form by the assessor (Y/N)

(k) SALES DISCLOSURE PARCEL FILE (at least 1 record per sales disclosure) - Filename = SALEPARCEL

(1) The SALEPARCEL file contains a minimum of one record for each real property sales disclosure submitted to the county for processing as reported in the SALEDISC file. Each record must have a corresponding record in the PARCEL file, and the data contained in each SALEPARCEL record contains data specific to the corresponding PARCEL record.

(2) The SALEPARCEL file must be submitted to the department and legislative services agency by the county assessor on or before March 1 of the year following the assessment year, and must be submitted with associated SALEDISC and SALECONTAC files.

(3) Primary Key for the SALEPARCEL file: The combination of the following fields must be unique within the SALEPARCEL file.

(A) SDF\_ID. Unique number for all SDF files logged into system; and,

(B) Parcel\_Instance\_No. Iterative instance of contact information entered for SDF file logged into system.

(4) Foreign Key to the SALEDISC file:

(A) SDF\_ID. Unique number for all SDF files logged into system.

(5) Foreign Key to the PARCEL file:

(A) A1\_Parcel\_Number. Each A1\_Parcel\_Number must match a valid Parcel Number in the PARCEL file for the assessment year.

Column	Start	End	Length	Type	Comments/Format
<b>SDF_ID</b>	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-0000001"). Foreign Key to SALEDISC file.
<b>Parcel_Instance_No</b>	17	19	3	N	Iterative instance of parcel
<b>A1_Parcel_Number</b>	20	37	18	A	State designated 18 digit parcel ID (no dots and dashes)
<b>A1_Subdiv_Name</b>	38	87	50	A	Subdivision name
<b>A1_Subdiv_Lot_Num</b>	88	92	5	A	Subdivision lot number
<b>A2_Split</b>	93	93	1	A	Parcel is a split (Y/N)
<b>A3_Land</b>	94	94	1	A	Parcel is land only (Y/N)
<b>A4_Improvement</b>	95	95	1	A	Parcel has at least one improvement (Y/N)
<b>A5_Street1</b>	96	155	60	A	Property street address 1
<b>A5_City</b>	156	185	30	A	Property address city
<b>A5_State</b>	186	187	2	A	Property address state
<b>A5_PostalCode</b>	188	197	10	A	Property address zip code
<b>A6_Street1</b>	198	257	60	A	Mailing street address 1
<b>A6_City</b>	258	287	30	A	Mailing address city
<b>A6_State</b>	288	289	2	A	Mailing address state
<b>A6_PostalCode</b>	290	299	10	A	Mailing address zip code
<b>A7_Legal_Description</b>	300	799	500	A	Legal description of parcel
<b>P2_1_Parcel_Num_Verified</b>	800	817	18	A	Verified state designated 18 digit parcel ID (no dots and dashes) by assessor
<b>P2_2_AV_Land</b>	818	829	12	N	Assessed value of the land for this parcel. Format 12.0
<b>P2_3_AV_Improvement</b>	830	841	12	N	Assessed value of the improvements for this parcel. Format 12.0
<b>P2_4_AV_PersProp</b>	842	853	12	N	Assessed value of personal property for this parcel. Format 12.0
<b>P2_5_Total_AV</b>	854	865	12	N	Total assessed value of land + improvements +personal property for this parcel. Format 12.0

Column	Start	End	Length	Type	Comments/Format
P2_6_Prop_Class_Code	866	868	3	A	Property class code for this parcel as defined in code list 1
P2_7_Neighborhood_Code	869	878	10	A	Neighborhood code for this parcel
P2_8_Tax_District	879	881	3	A	State assigned tax district for this parcel. Left pad with zeroes as necessary.
P2_9_Acreage	882	893	12	N	Acreage for this parcel. Format 8.4
F3_Homestead_Verified	894	894	1	A	Auditor verified homestead deduction (Y/N)
F4_Solar_Verified	895	895	1	A	Auditor verified solar energy heating/cooling system deduction (Y/N)
F5_Wind_Verified	896	896	1	A	Auditor verified wind power device deduction (Y/N)
F6_Hydroelectric_Verified	897	897	1	A	Auditor verified hydroelectric device deduction (Y/N)
F7_Geothermal_Verified	898	898	1	A	Auditor verified geothermal heating/cooling device deduction (Y/N)
F8_Res_Rental_Verified	899	899	1	A	Auditor verified residential rental property (Y/N)

(1) TRAILER RECORD (the last record in each file)

(1) The TRAILER RECORD must be placed as the last record in each real property assessment file including the PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDCTL, APPEAL, SALEDISC, SALECONTAC and SALEPARCEL files.

(2) The format of the TRAILER RECORD must be consistent with the data format below.

Column	Start	End	Length	Type	Comments/Format
Record ID	1	10	10	A	Constant value of TRAILER.
Total Record Count	11	30	20	N	Total number of records in the file the excluding header and trailer records.