

Real Property Assessment Files

Layout

The assessment file contains the following fields. **Two** files will be given to the assessor, but only the second file will be returned with new data.

NOTE: A Tab character should separate all fields.

The first file will contain information about the Real Estate Tax Parcels. This file contains an authoritative list of all parcels. No modifications to data in this file will be accepted.

| <u>Field</u> | <u>Length</u> | <u>Format</u> | <u>Description</u> |
|-----------------------------|---------------|------------------|--|
| Assessment Year | 4 | 9999 | The year that the assessment is for. |
| Municipality State Code | 5 | 99999 | Unique Municipality Code assigned by the State |
| Tax Parcel Number | 10 | 9999999999 | Number assigned by the County for identification. |
| Total Acres | 8 | Decimal | Total number of acres, as indicated on the deed of the tax parcel. |
| Owner First Name | 50 | Character | First name of the owner of the tax parcel. |
| Owner Last Name | 500 | Character | Last name of the owner of the tax parcel. |
| Owner Recipient First Name | 50 | Character | First name of the recipient at the owner's mailing address. |
| Owner Recipient Last Name | 100 | Character | Last name of the recipient at the owner's mailing address. |
| Owner Recipient Name Line 2 | 100 | Character | Second recipient line for the owner's mailing address. This could be something like a "care of". |
| Owner Address | 100 | Character | Owner address line 1. |
| Owner Address 2 | 100 | Character | Owner address line 2, for example, a PO Box. |
| Owner City | 50 | Character | Owner address, city. |
| Owner State | 2 | Character | Owner address, state. |
| Owner ZIP | 10 | 99999-9999 | Owner address, ZIP code. |
| Site Address | 100 | Character | Physical location, street address. |
| Site City | 50 | Character | Physical location, city. |
| Site State | 2 | Character | Physical location, state. |
| Site ZIP | 10 | 99999-9999 | Physical location, ZIP code. |
| School District Code | 4 | Character | School District in which the tax parcel resides |
| Union School Code | 4 | Character | Union School District in which the parcel may reside |
| Special District Code 1 | 6 | Character | Special District in which the tax parcel may reside. |
| Special District Code 2 | 6 | Character | Additional Special District in which the tax parcel may reside. |
| Tax Legal Description | 500 | Character | |
| Parcel Number Sort | 32 | 9999999999 | Padded parcel number used for sorting. |
| Tax Parcel ID | 10 | 9999999 | Unique number randomly generated by the County for internal identification of the tax parcel. |

The second file will contain the assessment information for each Real Estate Parcel.

| <u>Field</u> | <u>Length</u> | <u>Format</u> | <u>Description</u> |
|---------------------------|---------------|---------------|---|
| Assessment Year | 4 | 9999 | The year that the assessment is for. |
| Municipality State Code | 5 | 99999 | Unique Municipality Code assigned by the State |
| Tax Parcel Number | 10 | Character | Tax Parcel Identification Number of property. |
| Real Estate Class Code | 4 | Character | Indicates the class of general taxable real estate |
| <u>Field</u> | <u>Length</u> | <u>Format</u> | <u>Description</u> |
| Real Estate Class Acreage | 9 | 9999.9999 | The total acres per each class code. |
| Land Value | 9 | 999999999 | The land value of each class code. |
| Improvement Value | 9 | 999999999 | The Improvement value of each class code. |
| Total Value | 10 | 9999999999 | The total value of the Real Estate class code (Land Value + Improvement Value). |
| Reason 1 for Change | 2 | 99 | Reason for change that will print on the Notice of Assessment. 0 Not Applicable 1 Gain in territory by annexation 2 Higher land use, new plats, land improvements and new construction 3 Formerly personal property, assessed as real estate for first time 4 Property formerly exempt, now assessed 5 Increase due to revaluation 6 Assessor's shift in classification 7 Losses in territory by annexation 8 Property destroyed, removed or reduced utility 9 Property formerly assessed, now exempt 10 Decreased due to revaluation 11 Use value adjustment |
| Reason 2 for Change | 2 | 99 | Reason for change that will print on the Notice of Assessment. See codes above |
| Parcel Number Sort | 32 | 9999999999 | Padded parcel number used for sorting. |
| Tax Parcel ID | 7 | 9999999 | Unique number randomly generated by the County for internal identification of the tax parcel. |

Sample

Assessment File

| | | | | | | | | | |
|------|-------|-----|-----|--------|-------|--------|--------|--------|---------|
| 2012 | 11002 | 1 | A41 | 2.000 | 600 | 0 | 600 | 0001 | 2226699 |
| 2012 | 11002 | 1 | A42 | 21.750 | 5300 | 0 | 5300 | 0001 | 2226699 |
| 2012 | 11002 | 1 | A43 | 5.000 | 900 | 0 | 900 | 0001 | 2226699 |
| 2012 | 11002 | 1 | U57 | 14.000 | 23700 | 0 | 23700 | 0001 | 2226699 |
| 2012 | 11002 | 2 | A42 | 30.430 | 7500 | 0 | 7500 | 0002 | 2226700 |
| 2012 | 11002 | 2 | A43 | 1.000 | 200 | 0 | 200 | 0002 | 2226700 |
| 2012 | 11002 | 2 | R58 | 1.000 | 100 | 0 | 100 | 0002 | 2226700 |
| 2012 | 11002 | 2 | U57 | 9.000 | 18000 | 0 | 18000 | 0002 | 2226700 |
| 2012 | 11002 | 2.1 | R1 | 0.340 | 22000 | 100400 | 122400 | 0002.1 | 2226701 |
| 2012 | 11002 | 3 | A42 | 1.600 | 400 | 0 | 400 | 0003 | 2226702 |
| 2012 | 11002 | 3 | H7 | 1.000 | 12000 | 89300 | 101300 | 0003 | 2226702 |
| 2012 | 11002 | 3 | U57 | 3.500 | 7000 | 0 | 7000 | 0003 | 2226702 |