

2016 User's Guide  
for  
Department Property Tax Data Files

Florida Department of Revenue  
Property Tax Oversight  
July 2016



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## Intended Users

This User's Guide is designed for anyone who accesses the various comma delimited tax data files that the Department of Revenue publishes. Its intent is to explain the assessment data that the department processes and reviews under sections 193.114 and 193.1142, F.S. The department's data requirements are subject to change annually. New standards are highlighted in yellow. The Property Tax Oversight Program will not update the 2016 version of the User's Guide to include any changes in subsequent years.

The department is again publishing a summary-level field directory alongside the User's Guide, called the 2016 User's Guide Quick Reference. It contains field names, titles, lengths, and requirements for all three files. It also includes copies of the User's Guide's larger tables. The Excel workbook is available on Property Tax Oversight's Data Portal at <http://dor.myflorida.com/dor/property/resources/data.html>.

## Introduction

Each section of the guide defines the data fields and field formatting specifications for the relevant tax roll or file type. These three types are the real property roll (Name – Address – Legal, or NAL), the Sales Data File (SDF), and the tangible personal property roll (Name – Address – Property, or NAP). Property appraisers electronically submit their rolls on the following schedule:

- July 1, 2016 - Preliminary assessment rolls (NAL, NAP, and SDF)
- October 2016 - Initial final assessment rolls (NAL, NAP, and SDF)
- After final certification - Final assessment rolls that incorporate all changes the value adjustment board made (NAL, NAP, and SDF)

The department analyzes each submission for compliance with the requirements stipulated in Florida Statutes and the department's prescribed rules. During this analysis, the department computes new fields and rearranges the file into the format detailed in this document. The files publicly available through the department and county property appraisers do not contain confidential records, including any social security numbers and the records of property owners exempt from public records disclosure under section 119.071, Florida Statutes. The department publishes the NAL, NAP, and SDF as comma-delimited files (with the file extension .csv) with field names in the header row.

# Section 1

## Name – Address – Legal (NAL) Files

**Field 1 – Column A – CO\_NO**

**County Number.** This field indicates the two-digit number the department assigned to each Florida county. **This entry has a fixed length and should appear as a two-digit number.**

Note: The department assigned these numbers before 1997, when Dade County's name changed to Miami-Dade County. "Miami-Dade" appears alphabetically as beginning with "D" in the table and for coding purposes.

County Numbers			
County #	County Name	County #	County Name
11	Alachua	45	Lake
12	Baker	46	Lee
13	Bay	47	Leon
14	Bradford	48	Levy
15	Brevard	49	Liberty
16	Broward	50	Madison
17	Calhoun	51	Manatee
18	Charlotte	52	Marion
19	Citrus	53	Martin
20	Clay	54	Monroe
21	Collier	55	Nassau
22	Columbia	56	Okaloosa
23	Miami-Dade	57	Okeechobee
24	DeSoto	58	Orange
25	Dixie	59	Osceola
26	Duval	60	Palm Beach
27	Escambia	61	Pasco
28	Flagler	62	Pinellas
29	Franklin	63	Polk
30	Gadsden	64	Putnam
31	Gilchrist	65	Saint Johns
32	Glades	66	Saint Lucie
33	Gulf	67	Santa Rosa
34	Hamilton	68	Sarasota
35	Hardee	69	Seminole
36	Hendry	70	Sumter
37	Hernando	71	Suwannee
38	Highlands	72	Taylor
39	Hillsborough	73	Union
40	Holmes	74	Volusia
41	Indian River	75	Wakulla
42	Jackson	76	Walton
43	Jefferson	77	Washington
44	Lafayette		

## Field 2 – Column B – PARCEL\_ID

**Parcel Identification Code.** This field contains a unique code based on a parcel coding system applied uniformly within the county. The local property appraiser manages the uniform coding system, so parcel ID formats vary by county. **This entry has a variable length and can contain up to 26 alphanumeric characters.**

Examples (two of several systems property appraisers use):

- County A may use a section/township/range/subdivision/block/lot coding system:  
12-3N-45-6789-101-112
- County B may use a seven-digit leading and four-digit extension system:  
1234567-1234

## Field 3 – Column C – FILE\_T

**File (Roll) Type.** This field indicates the file type. **This entry has a fixed length and should appear as the character “R” to designate that the data relates to real property.**

## Field 4 – Column D – ASMNT\_YR

**Assessment Year.** This field indicates the assessment year. The roll is based on the property appraiser's assessment as of January 1 of the assessment year. **This entry has a fixed length and should appear as a four-digit number.**

Note: The department generates field 5 (Basic Stratum) through field 7 (Group Number) for statistical analysis during the roll approval process. Field 5 (Basic Stratum) groups parcels into strata by the property's predominant use. Field 6 (Active Stratum) refines the Basic Strata according to each stratum's total assessed value and suitability for analysis. Field 7 (Group Number) subdivides each Active Stratum according to just value and parcel count. Fields 6 and 7 will be blank for parcels excluded from the department's statistical analysis.

## Field 5 – Column E – BAS\_STRT

**Basic Stratum.** This field indicates the basic stratum number the department assigns according to the property classification established by section 195.096(3)(a), F.S. In addition to the statutorily outlined property classifications (strata 01-07), additional department-defined strata segregate properties that are not suitable for sampling purposes. The department assigns parcels to a stratum based on the land use code (field 8), value, and classified use. The stratum table identifies each basic stratum by number, property type, and use code(s). This entry has a fixed length and should appear as a two-digit number.

The stratum table is on the following page.

## Field 6 – Column F – ATV\_STRT

**Active Stratum.** This field indicates the active stratum number for parcels assigned to Basic Strata 01-07. If the assessed value for any of those seven strata constitutes less than 5 percent of the total assessed value of all seven strata, the parcels are reassigned to Active Stratum 8. Because of the field length, active stratum entries will not include a leading zero. This field will be blank for parcels assigned to Basic Strata 09-13. **This entry has a fixed length and should appear as a one-digit number.**

### Property Currently Included in Statistical Analysis

Stratum	Definition	Applicable Use Codes
01	Residential property consisting of one primary living unit, including, but not limited to, single-family residences, condominiums, cooperatives, and mobile homes	001, 002, 004, and 005
02	Retirement homes and residential property that consists of two to nine primary living units	006 and 008
03	Non-homestead agricultural and other use-valued property	050 - 069 and 097
04	Vacant and miscellaneous residential	000 and 007 NOTE: Use Code 007 will be sampled in stratum 001 for Volusia County.
05	Non-agricultural acreage and other undeveloped parcels	010, 040, and 099
06	Improved commercial and industrial property (including multi-family residential with 10 units or more)	003, 011 - 039, and 041 - 049
07	Taxable institutional or governmental, utility, locally assessed railroad, oil, gas and mineral land, subsurface rights, and other real property	070 - 096 and 098 (where taxable value is greater than \$0.00)

### Property Currently Excluded from Statistical Analysis

Stratum	Definition	Applicable Use Codes
08*	When one or more of the above strata constitutes less than 5% of the total assessed value of all suitable real property in a county	All use codes, if conditions are met
09	Homestead Agricultural	050 - 069 and 097
10	Government/Institutional Use Codes where Taxable Value = \$0	070 - 096 and 098 (where taxable value is \$0.00)
11	New construction greater than just value	All non-agricultural use codes if conditions are met
12	New construction greater than assessed value – Agricultural properties	All agricultural use codes (051-069, and 097) if conditions are met
13	Residential Common Area/Elements	009

\*Stratum 08 is only assigned as an Active Stratum (field 6, ATV\_STRT).

#### Field 7 – Column G – GRP\_NO

**Group Number.** This field denotes the group number assigned to parcels based on an analysis of parcel count and just value. The department stratifies each Active Stratum into four groups for statistical analysis and either one or two additional groups that contain property with abnormally high or low value. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

The group stratification process is described below.

<b>Group Stratification Process</b>
1. All parcels in the statutory stratum are arrayed in ascending order by just value.
2. At the top of the parcel array, all parcels comprising the first 5% of the stratum's just value are sub-stratified into Group 5 and removed from further consideration to enhance the representativeness of the remaining groups for sampling purposes.
3. Any individual parcels comprising 15% or more of the remaining stratum just value are sub-stratified into Group 6 and removed from further consideration to enhance the representativeness of the remaining four groups for analysis and sampling purposes (any parcel removed by this step is studied independently from the sample study).
4. After segregating out Groups 5 and 6 as outlined above and starting at the top of the remaining parcel array, the parcels within the first quarter (25%) of the array are placed in Group 1.
5. Continuing down the parcel array, the process in step 4 is repeated until all parcels in the stratum are placed within four groups (1-4), each having approximately the same number of parcels.
Note: At each of the break points for a group, if additional parcels exist with the same just value as the one that reaches the break point, then those parcels are included in the preceding group. This occurs most often in the vacant residential and agricultural strata. All parcels with the same just value must be assigned the same group number from the initial calculation process.

#### Field 8 – Column H – DOR\_UC

**DOR Land Use Code.** This field indicates the land use code associated with each type of property. The property appraiser assigns the use code based on department guidelines. If a parcel has more than one use, the appraiser assigns a code according to the property's predominant use. **This entry has a fixed length and should appear as a three-digit number ranging from 000 through 099.**

<u>Use Code</u>	
<b>Residential</b>	
000	Vacant Residential – with/without extra features
001	Single Family
002	Mobile Homes
003	Multi-family - 10 units or more
004	Condominiums
005	Cooperatives
006	Retirement Homes not eligible for exemption
007	Miscellaneous Residential (migrant camps, boarding homes, etc.)
008	Multi-family - fewer than 10 units
009	Residential Common Elements/Areas
<b>Commercial</b>	
010	Vacant Commercial - with/without extra features
011	Stores, one story
012	Mixed use - store and office or store and residential combination
013	Department Stores
014	Supermarkets
015	Regional Shopping Centers
016	Community Shopping Centers
017	Office buildings, non-professional service buildings, one story
018	Office buildings, non-professional service buildings, multi-story

<b>Use Code</b>	
019	Professional service buildings
020	Airports (private or commercial), bus terminals, marine terminals, piers, marinas
021	Restaurants, cafeterias
022	Drive-in Restaurants
023	Financial institutions (banks, saving and loan companies, mortgage companies, credit services)
024	Insurance company offices
025	Repair service shops (excluding automotive), radio and T.V. repair, refrigeration service, electric repair, laundries, Laundromats
026	Service stations
027	Auto sales, auto repair and storage, auto service shops, body and fender shops, commercial garages, farm and machinery sales and services, auto rental, marine equipment, trailers and related equipment, mobile home sales, motorcycles, construction vehicle sales
028	Parking lots (commercial or patron), mobile home parks
029	Wholesale outlets, produce houses, manufacturing outlets
030	Florists, greenhouses
031	Drive-in theaters, open stadiums
032	Enclosed theaters, enclosed auditoriums
033	Nightclubs, cocktail lounges, bars
034	Bowling alleys, skating rinks, pool halls, enclosed arenas
035	Tourist attractions, permanent exhibits, other entertainment facilities, fairgrounds (privately owned)
036	Camps
037	Race tracks (horse, auto, or dog)
038	Golf courses, driving ranges
039	Hotels, motels
<b>Industrial</b>	
040	Vacant Industrial -with/without extra features
041	Light manufacturing, small equipment manufacturing plants, small machine shops, instrument manufacturing, printing plants
042	Heavy industrial, heavy equipment manufacturing, large machine shops, foundries, steel fabricating plants, auto or aircraft plants
043	Lumber yards, sawmills, planing mills
044	Packing plants, fruit and vegetable packing plants, meat packing plants
045	Canneries, fruit and vegetable, bottlers and brewers, distilleries, wineries
046	Other food processing, candy factories, bakeries, potato chip factories
047	Mineral processing, phosphate processing, cement plants, refineries, clay plants, rock and gravel plants
048	Warehousing, distribution terminals, trucking terminals, van and storage warehousing
049	Open storage, new and used building supplies, junk yards, auto wrecking, fuel storage, equipment and material storage
<b>Agricultural</b>	
050	Improved agricultural
051	Cropland soil capability Class I
052	Cropland soil capability Class II
053	Cropland soil capability Class III
054	Timberland - site index 90 and above
055	Timberland - site index 80 to 89
056	Timberland - site index 70 to 79
057	Timberland - site index 60 to 69
058	Timberland - site index 50 to 59
059	Timberland not classified by site index to Pines
060	Grazing land soil capability Class I
061	Grazing land soil capability Class II
062	Grazing land soil capability Class III

<b>Use Code</b>	
063	Grazing land soil capability Class IV
064	Grazing land soil capability Class V
065	Grazing land soil capability Class VI
066	Orchard Groves, citrus, etc.
067	Poultry, bees, tropical fish, rabbits, etc.
068	Dairies, feed lots
069	Ornamentals, miscellaneous agricultural
<b>Institutional</b>	
070	Vacant Institutional, with or without extra features
071	Churches
072	Private schools and colleges
073	Privately owned hospitals
074	Homes for the aged
075	Orphanages, other non-profit or charitable services
076	Mortuaries, cemeteries, crematoriums
077	Clubs, lodges, union halls
078	Sanitariums, convalescent and rest homes
079	Cultural organizations, facilities
<b>Governmental</b>	
080	Vacant Governmental - with/without extra features for municipal, counties, state, federal properties and water management district (including DOT/State of Florida retention and/or detention areas)
081	Military
082	Forest, parks, recreational areas
083	Public county schools - including all property of Board of Public Instruction
084	Colleges (non-private)
085	Hospitals (non-private)
086	Counties (other than public schools, colleges, hospitals) including non-municipal government
087	State, other than military, forests, parks, recreational areas, colleges, hospitals
088	Federal, other than military, forests, parks, recreational areas, hospitals, colleges
089	Municipal, other than parks, recreational areas, colleges, hospitals
<b>Miscellaneous</b>	
090	Leasehold interests (government-owned property leased by a non-governmental lessee)
091	Utility, gas and electricity, telephone and telegraph, locally assessed railroads, water and sewer service, pipelines, canals, radio/television communication
092	Mining lands, petroleum lands, or gas lands
093	Subsurface rights
094	Right-of-way, streets, roads, irrigation channel, ditch, etc.
095	Rivers and lakes, submerged lands
096	Sewage disposal, solid waste, borrow pits, drainage reservoirs, waste land, marsh, sand dunes, swamps
097	Outdoor recreational or parkland, or high-water recharge subject to classified use assessment
<b>Centrally Assessed</b>	
098	Centrally assessed
<b>Non-Agricultural Acreage</b>	
099	Acreage not zoned agricultural - with/without extra features

**Field 9 – Column I – PA\_UC**

**Property Appraiser Land Use Code.** This field may contain county-defined use codes. Please contact the county property appraiser for information relevant to the data in this field. This field is left blank if the property appraiser does not include locally defined land use codes or does not further define the land use codes. **This entry has a fixed length and should appear as a two-digit number.**

### Field 10 – Column J – SPASS\_CD

**Special Assessment Code.** This field contains a code indicating special assessment considerations applicable to a parcel. **This field is left blank if not applicable. This entry has a fixed length and should appear as a one-digit number.**

Special Assessment Codes	
Code	Definition
1	Pollution Control Device(s)
2	Land subject to a conservation easement, environmentally endangered lands, or lands used for outdoor recreational or park purposes when land development rights have been conveyed or conservation restrictions have been covenanted
3	Land subject to a building moratorium

### Field 11 – Column K – JV

**Just Value.** This field contains the property appraiser’s opinion of market value after an adjustment for the criteria defined in section 193.011, F.S. Counties must annually notify the department of the percentage adjustment they make for each use code. **This entry has a variable length and can contain up to 12 digits.**

Note: Adjustment rates are available on the department's website.

### Field 12– Column L – JV\_CHNG

**Just Value Change.** This field records the total change in just value between the preliminary roll the department approves in July and the final NAL roll the property appraiser submits as certified to the tax collector. This field is not applicable to the preliminary roll and will only be filled on the initially certified final NAL file and, if required, the second final NAL file, certified after the value adjustment board concludes. Just value changes in the range of -\$100 to \$100 or value changes resulting from parcel splits or combinations are not recorded in this field. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

Examples:

- If the just value on the preliminary NAL was \$100,000 and the just value on the final NAL is \$105,000, the value increased by \$5,000. The JV\_CHNG entry is 5000.
- If the just value on the preliminary NAL was \$100,000 and the just value on the final NAL is \$95,000, the value decreased by \$5,000. The JV\_CHNG entry is -5000.

Note: This is the only field where the value can be either positive (increase in just value) or negative (reduction in just value).

### Field 13 – Column M – JV\_CHNG\_CD

**Just Value Change Code.** This field contains a code that indicates the reason for the (most substantial) change in just value recorded in field 12. If the value changed for more than one reason, only the primary cause of the value change will be coded. This field is left blank if not applicable. **This entry has a fixed length and should appear as a two-digit number.**

Just Value Change Codes	
Code	Definition
01	Value Adjustment Board (VAB) change
02	Court required change
03	Revised valuation by a property appraiser because of receipt or discovery of additional information relating to the physical characteristics of the property after a taxpayer has filed a VAB petition but before VAB has issued a ruling
04	Revised valuation by a property appraiser because of receipt or discovery of additional information relating to the physical characteristics of the property without a filed VAB petition
05	Revised valuation by a property appraiser because of continued analysis, receipt, or discovery of additional information relating to the property (other than its physical characteristics) after a taxpayer has filed a VAB petition but before the VAB has issued a ruling
06	Revised valuation by a property appraiser because of continued analysis, receipt, or discovery of additional information relating to the property (other than its physical characteristics) without a filed VAB petition

#### Field 14 – Column N – AV\_SD

**Assessed Value – School District.** This field indicates assessed value for school district assessments. School and non-school assessed value may differ if a parcel is subject to assessment limitations that are not applicable to school district assessments. These include the 10 percent assessment increase limitation on non-homestead property and locally-adopted assessment limitations on high-water recharge property and historic property used for commercial or non-profit purposes. **This entry has a variable length and can contain up to 12 digits.**

#### Field 15 – Column O – AV\_NSD

**Assessed Value – Non-School District.** This field contains the total assessed value for non-school district assessment purposes. School and non-school district assessed value may differ if a parcel is subject to assessment limitations applicable only to non-school district assessments. These include the 10 percent assessment increase limitation on non-homestead property and locally-adopted assessment limitations on high-water recharge property and historic property used for commercial or non-profit purposes. **This entry has a variable length and can contain up to 12 digits.**

#### Field 16 – Column P – TV\_SD

**Taxable Value – School District.** This field contains the taxable value for school purposes, which is based on school assessed value. The additional \$25,000 homestead exemption and local option homestead exemptions are not applicable to the school district's taxable value. Descriptions for NAL exemptions (fields 110-151) state whether each exemption is applicable to the school district. **This entry has a variable length and can contain up to 12 digits.**

#### Field 17 – Column Q – TV\_NSD

**Taxable Value – Non-School District.** This field indicates the taxable value for county purposes, which is based on non-school district assessed value (field 15). Only exemptions adopted by municipalities are not applicable to the county's taxable value. Descriptions for NAL exemptions (fields 110-151) state whether each exemption is applicable to the county taxable value. **This entry has a variable length and can contain up to 12 digits.**

Note: Fields 18 through 35 provide detail on just value and non-school assessed value. The difference between the just and assessed values in each pair of fields should be solely because of the classification in question. The sum of just values in these fields should equal the total just value in field 11. Likewise, the sum of assessed values in these fields should equal the non-school assessed value (field 15, AV\_NSD). The only exceptions will be parcels with municipally adopted classifications (fields 30-33).

#### **Field 18 – Column R – JV\_HMSTD**

**Just Value – Homestead Property.** This field indicates the just value of only the portion of the property that is subject to the Save Our Homes assessment increase limitation (s. 193.155, F.S.). This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 19 – Column S – AV\_HMSTD**

**Assessed Value – Homestead Property.** This field indicates the assessed value of only the portion of the property that is subject to the Save Our Homes assessment increase limitation (s. 193.155, F.S.). This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 20 – Column T – JV\_NON\_HMSTD\_RESD**

**Just Value – Non-Homestead Residential Property.** This field indicates the just value of only the portion of the property that is non-homestead residential property subject to the 10 percent assessment limitation under s. 193.1554, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 21 – Column U – AV\_NON\_HMSTD\_RESD**

**Assessed Value – Non-Homestead Residential Property.** This field contains the assessed value of only the portion of the property that is non-homestead residential property subject to the 10 percent assessment limitation under s. 193.1554, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 22 – Column V – JV\_RESD-NON\_RESD**

**Just Value – Residential and Non-Residential Property.** This field reflects the just value of only the portion of the property that is residential or non-residential property and subject to the 10 percent assessment limitation under s. 193.1555, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 23 – Column W – AV\_RESD-NON\_RESD**

**Assessed Value – Residential and Non-Residential Property.** This field indicates the assessed value of only the portion of the property that is residential or non-residential property and subject to the 10 percent assessment limitation under s. 193.1555, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### **Field 24 – Column X – JV\_CLASS\_USE**

**Just Value – Classified Use (Agricultural Land Value).** This field contains the just value of only the portion of the parcel that is classified as agricultural. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 25 – Column Y – AV\_CLASS\_USE**

**Assessed Value – Classified Use (Agricultural Land Value).** This field reflects the assessed value of only the portion of the parcel that is classified as agricultural. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 26 – Column Z – JV\_H2O\_RECHARGE**

**Just Value – High-water Recharge (Land Value).** This field indicates the just value of only the portion of the parcel that is classified as high-water recharge under s. 193.625, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 27 – Column AA – AV\_H2O\_RECHARGE**

**Assessed Value – High-water Recharge (Land Value).** This field indicates the assessed value of only the portion of the parcel that is classified as high-water recharge under s. 193.625, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 28 – Column AB – JV\_CONSRV\_LND**

**Just Value – Conservation Land.** This field indicates the just value of only the portion of the parcel classified as conservation land under s. 193.501, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 29 – Column AC – AV\_CONSRV\_LND**

**Assessed Value – Conservation Land.** This field indicates the assessed value of only the portion of the parcel classified as conservation land under s. 193.501, F.S. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 30 – Column AD – JV\_HIST\_COM\_PROP**

**Just Value – Historic Commercial Property.** This field indicates the just value of only the portion of the property that is classified as historic property used for commercial purposes under s. 193.503, F.S. This field can include the value of either a county or municipal classification. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 31 – Column AE – AV\_HIST\_COM\_PROP**

**Assessed Value – Historic Commercial Property.** This field indicates the assessed value of only the portion of the property that is classified as historic property used for commercial purposes under s. 193.503, F.S. This field can include the value of either a county or municipal classification. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 32 – Column AF – JV\_HIST\_SIGNF**

**Just Value – Historically Significant Property.** This field indicates the just value of only the portion of the property that is classified as historically significant under s. 193.505, F.S. This field can include the value of either a county or municipal classification. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 33 – Column AG – AV\_HIST\_SIGNF**

**Assessed Value – Historically Significant Property.** This field indicates the assessed value of only the portion of the property that is classified as historically significant under s. 193.505, F.S. This field can include the value of either a county or municipal classification. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 34 – Column AH – JV\_WRKNG\_WTRFNT**

**Just Value – Working Waterfront Property.** This field indicates the just value of only the portion of the property that has a reduced assessment because it is a working waterfront under section 4(j), Article VII of the State Constitution. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 35 – Column AI – AV\_WRKNG\_WTRFNT**

**Assessed Value – Working Waterfront Property.** This field indicates the assessed value of only the portion of the property that has a reduced assessment because it is a working waterfront under section 4(j), Article VII of the State Constitution. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 36 – Column AJ – NCONST\_VAL**

**New Construction Value.** This field indicates the just value of new construction since the previous assessment. New construction should include improvements new to the parcel, even though they may have been moved from another parcel, e.g., an existing mobile home moved to the parcel. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 37– Column AK – DEL\_VAL**

**Deletion Value.** This field indicates the reduction in just value resulting from the deletion of improvements on the property since the previous assessment. Deletion includes the removal, destruction, or demolition of improvements. The data is entered as a positive number. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 38 – Column AL – PAR\_SPLT**

**Parcel Split/Combine Flag.** This field contains a five-digit code denoting whether the parcel was split or combined since the previous year’s assessment. The first digit reflects whether the action was a split or combination. The remaining four digits reflect the two-digit month and two-digit year of occurrence. This field is left blank if not applicable. **This entry has a fixed length and should appear as a five-digit number.**

Examples:

- For a split that occurred in April 2014, the correct code is “10414.”
- For a combination that occurred in April 2014, the correct code is “20414.”

<b>Parcel Split/Combine Codes</b>	
<b>Code</b>	<b>Definition</b>
1	Parcel Split
2	Parcel Combine

**Field 39 – Column AM – DISTR\_CD**

**Disaster Code.** This field is reserved for use when a natural disaster has affected the value of a number of parcels large enough to affect the department’s summary statistics for the county. The department uses this code to analyze the effects of wide-spread natural disasters on property values. Counties must contact the department before using this code. This field is left blank if not applicable. **The department must determine the entry in this field.**

**Field 40 – Column AN – DISTR\_YR**

**Disaster Year.** This field is reserved for use when a natural disaster has affected the value of a number of parcels large enough to affect the department's summary statistics for the county. It contains the year in which the natural disaster in field 39 occurred. Counties must contact the department before completing this field. This field is left blank if not applicable. **This entry has a fixed length and should appear as a four-digit number.**

**Field 41 – Column AO – LND\_VAL**

**Land Value.** This field indicates either the land's just value under s. 193.011, F.S., or the land's classified use value, whichever is applicable. An entry is required for all property except condominiums, cooperatives, and homeowners associations' property. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

**Field 42 – Column AP – LND\_UNTS\_CD**

**Land Unit Code.** This field contains a code indicating the unit of measurement that is the basis for the assessment of the land. An entry is required for all property except condominiums, cooperatives, and homeowners associations' property. This field is left blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

Land Unit Codes	
Code	Measurement Method
1	per acre
2	per square foot
3	per front foot or per effective front foot (all lots with typical depth)
4	per front foot or per effective front foot (all lots with non-typical depth)
5	per lot or tract
6	combination of any of the above

**Field 43 – Column AQ – NO\_LND\_UNTS**

**Number of Land Units.** This field indicates the number of land units used as the basis of assessment of the land. An entry is required for all property except condominiums, cooperatives, and homeowners associations' property. The value in this field should directly correlate to the land unit code in field 42. **This entry has a variable length and can contain up to 12 digits.**

Property appraisers received the following instructions when completing this field for the current assessment rolls:

- If code 1 is indicated in field [42, Land Unit Code], enter the number of acres (as a whole number, which will be assumed to be a two-decimal place entry, or as a two-decimal place entry).  
NOTE: Only when field [42, Land Unit Code] has a code 1 is a decimal entry permitted in field [43, Number of Land Units]. For all other entries in field [42, Land Unit Code] (codes 2–6), the corresponding entry in field [43, Number of Land Units] must be a whole number.
- If code 2 is in field [42, Land Unit Code], enter the number of square feet (whole number).
- If code 3 is in field [42, Land Unit Code], enter the number of front feet or effective front feet (whole number).
- If code 4 is in field [42, Land Unit Code], enter the number of front feet or effective front feet (whole number).
- If code 5 is in field [42, Land Unit Code], enter the number of lots or tracts (whole number).
- If code 6 is in field [42, Land Unit Code], leave blank.

#### Field 44 – Column AR – LND\_SQFOOT

**Land Square Footage.** This field contains the equivalent square footage of the site regardless of the information in fields 42 and 43. The entries in this field appear as whole numbers and are not necessarily the basis of land valuation by the county. An entry is required for all property except condominiums, cooperatives, and homeowners associations' property. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### Field 45 – Column AS – DT\_LAST\_INSPT

**Date of Last Physical Inspection.** This field contains a code denoting the month and year of the last physical inspection of a parcel. Inspection may be either on-site or through image technology. The first two digits indicate the month of inspection; the second two digits indicate the year of inspection. An entry is required for all land use codes. If the true date of last physical inspection is not known, then the appropriate entry should be four zeroes (0000). **This entry has a fixed length and should appear as a four-digit number.**

Example:

- March 2013 will be expressed as “0313.”

#### Field 46 – Column AT – IMP\_QUAL

**Improvement Quality.** This field contains a code denoting the general overall quality of the predominate structure(s) on the property. Property appraisers may use the Marshall and Swift/Marshall Valuation Service, other cost manuals, or appraisal/construction textbooks to establish general guidelines for improvement quality. Ratings reflect the “average” established by the reference source, not the average structure specific to the county where the property is located. An entry is required for all improved land use codes where the predominate structure is not valued as a special feature. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

Improvement Quality Codes	
Improvement Quality	Accepted Numeric Code
Minimum/Low Cost	1
Below Average	2
Average	3
Above Average	4
Excellent	5
Superior	6

#### Field 47 – Column AU – CONST\_CLASS

**Construction Class.** This field contains a code denoting the general overall construction class of the predominate structure(s) on the property. The classes are those established in the Marshall Valuation Service Manual – Section 1. An entry is required for all improved commercial, industrial, governmental, and institutional property. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

Construction Class Codes		
Improvement Construction Class	Marshall Valuation Service Codes	Accepted Numeric Code
Fireproof Steel	A	1
Reinforced Concrete	B	2
Masonry	C	3
Wood (include steel studs)	D	4
Steel Frame/incombustible walls/roof	S	5

#### Field 48 – Column AV – EFF\_YR\_BLT

**Effective Year Built.** This field indicates the primary structure's effective year built. It is the year the primary structure was actually built, adjusted to compensate for any substantial changes that affect the structure's remaining economic life. The effective year built is often used as the basis of calculating a structure's depreciation. This field is required for all improved use codes. This field will be blank if not applicable. **This entry has a fixed length and should appear as a four-digit number.**

Example:

- A home built in 1986 has an actual age of 30 years. Because of recent renovations, the effective age is only 10 years. The effective year built for the assessment year 2016 would be 2006 (i.e., 2016 assessment less 10 years = 2006 effective year built).

#### Field 49 – Column AW – ACT\_YR\_BLT

**Actual Year Built.** This field indicates the year the parcel's primary structure was built. This field is required for all improved use codes. This field will be blank if not applicable. **This entry has a fixed length and should appear as a four-digit number.**

#### Field 50 – Column AX – TOT\_LVG\_AREA

**Total Living or Usable Area.** This field reflects the total effective area of all improvements on the property, excluding improvements classified as special features. This is the total area of all floors on

any multi-story building and the total area of all property record cards that share the same unique parcel number.

The effective building area is measured in square feet and begins with the building's base area, which is the building type's major area. Property appraisers may apply percentage factors to the square footages of other building areas such as attached garages, attached carports, porches, utility rooms, and offices. These percentage factors may be less than or greater than one, depending on the unit cost of the other area(s) relative to that of the base area. For example, the percentage factor for a garage attached to a single-family home typically would be less than one, while the percentage factor for an enclosed office area in a warehouse typically would be greater than one. The effective base area is the sum of the base area's square footage and the adjusted square footages of all other attached building areas. This field is left blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### Field 51 – Column AY – NO\_BULDNG

**Number of Buildings.** This field indicates the parcel's total number of buildings excluding improvements classified as special features. An entry is required for all improved land use codes except condominiums (004). This field will be blank if not applicable. **This entry has a variable length and can contain up to four digits.**

Examples:

- An office complex with 15 office buildings, entry = 15
- Single-family residential structure, entry = 1

#### Field 52 – Column AZ – NO\_RES\_UNTS

**Number of Residential Units.** This field indicates the number of residential units on the parcel. Entry is required for all improved land use codes that contain at least one residential unit. This field should be blank for transitory residential structures such as hotels, motels, and dormitories. This field will be blank if not applicable. **This entry has a variable length and can contain up to four digits.**

Examples:

- An apartment complex with 10 buildings which each contain 20 units, entry = 200
- An individual condominium, entry = 1
- A residence with a detached parent/grandparent suite, entry = 2
- A commercial property with an on-site manager's residence, entry = 1

#### Field 53 – Column BA – SPEC\_FEAT\_VAL

**Special Feature Value.** This field reflects the just value assigned to special features. There are no special feature codes for single-family residential condominiums or single-family residential co-operatives. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

A list of special features is available on the department's web site.

Note: Fields 54 (Multi-Parcel Sale – Sale 1) through 73 (Sale Change Code – Sale 2) relate to parcels sold in either the previous or current calendar year. The data for these fields comes from the SDF, which always accompanies the NAL file submission. The department merges selected SDF fields with the submitted NAL for general informational purposes and statistical analysis. The merged NAL includes information for up to two sales occurring in the relevant time frame. Field header names that end with "SAL1" correspond to the first selected sale. Field header names ending in "SAL2" correspond to the second selected sale. Sale selection is not necessarily based on chronological occurrence. The department selects those sales most suitable for

statistical analysis. Lacking a sale suitable for analysis, the department includes other sales. For information pertaining to all sales submitted for each parcel, the user should refer to the corresponding SDF.

**Field 54 – Column BB – MULTI\_PAR\_SAL1**

**Multi-Parcel Sale – Sale 1.** This field contains a code indicating the county clerk's recording system if the transaction included multiple parcels. This field will be blank if there are no current multi-parcel sales posted to the parcel. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

Multi-Parcel Sale Codes	
Code	Definition
C	Multiple parcel transaction denoted by matching clerk of the court Instrument Number
D	Multiple parcel transaction denoted by matching official record book and page number

**Field 55 – Column BC – QUAL\_CD1**

**Qualification Code – Sale 1.** This field contains a code denoting the property appraiser's sales qualification decisions. The qualification codes reflect certain characteristics of the transfer, which the department often uses to judge a sale's suitability for statistical analysis. This field will be blank if no current sales are posted to the parcel. **This entry has a fixed length and should appear as a two-digit number.**

Sale Qualification Codes	
Code	Definition
Real property transfers qualified and included in sales ratio analysis:	
01	Transfers qualified as arm's length because of examination of the deed or other instrument transferring ownership of real property
02	Transfers qualified as arm's length because of documented evidence
Real property transfers qualified but excluded from sales ratio analysis:	
03	Transfers qualified as arm's length at time of transfer, but the physical property characteristics changed significantly after the transfer or transfer included property characteristics not present at time of transfer (examples: parcel split, parcel combination, new construction, deletion, disaster, improvements not substantially complete, sale price includes improvements not yet built)
04	Transfers qualified as arm's length at time of transfer, but the legal characteristics have significantly changed after the transfer
05	Arm's length transaction transferring multiple parcels with multiple parcel identification numbers
06	Arm's length transaction transferring a single parcel that crosses one or more county lines
Real property transfers disqualified because of examination of the deed or other real property transfer instrument:	
11	Corrective deed, quit claim deed, or tax deed; deed bearing Florida Documentary Stamp at the minimum rate prescribed under Chapter 201, F.S.; transfer of ownership where no documentary stamps were paid
12	Transfer to or from financial institutions; deed stating "In Lieu of Foreclosure" (including private lenders)
13	Transfer conveying cemetery lots or parcels
14	Transfer containing a reservation of occupancy for more than 90 days (life estate interest)
15	Removed - not currently accepted; reserved for future use

Sale Qualification Codes	
Code	Definition
16	Transfer conveying ownership of less than 100% undivided interest
17	Transfer to or from a religious, charitable, or benevolent organization or entity
18	Transfer to or from a federal, state, or local government agency (including trustees (or board) of the Internal Improvement Trust Fund, courts, counties, municipalities, sheriffs, or educational organizations)
19	Transfer to or from bankruptcy trustees, administrators, executors, guardians, personal representatives, or receivers
20	Transfer to or from utility companies
21	<b>Contract for deed, agreement for deed</b>
Real property transfers disqualified because of documented evidence:	
30	Transfer involving affiliated parties (examples: family, corporate, business, landlord-tenant)
31	Transfer involving a trade or exchange of land
32	Transfer involving an abnormal period of time between contract date and sale date (examples: pre-construction sales, pre-development sales)
33	Transfer that included incomplete or unbuilt common property
34	Transfer satisfying payment in full of a prior property contract
35	Transfer involving atypical amounts of personal property
36	Transfer involving atypical costs of sale
37	Transfer in which property was not exposed to the open market; transfer involving participants who were atypically motivated or not knowledgeable or informed of market conditions or property characteristics
38	Transfer that was forced or under duress; transfer that was to prevent foreclosure (occurs prior to date shown in judgment order for public sale)
39	Transfer in which the consideration paid for real property is verified to be different than the consideration indicated by documentary stamps
40	Transfer in which the consideration paid for real property is verified to be significantly influenced by non-market financing or assumption of non-market lease
41	Other; requires documentation and prior approval of the Department of Revenue (Code 41 protocol is available at <a href="http://dor.myflorida.com/dor/property/rp/dataformats/pdf/code41req.pdf">http://dor.myflorida.com/dor/property/rp/dataformats/pdf/code41req.pdf</a> )
42	Transfer involving mortgage fraud per a law enforcement agency's notification of probable cause
43	Transfer where the sale price (as the documentary stamps indicate) is verified to be an allocated price as part of a package or bulk transaction
Real property transfers qualification decision pending:	
98	Unable to process transfer because of transfer instrument errors (examples: incomplete or incorrect legal description, incorrect grantor)
99	Transfer was recorded or otherwise discovered in the previous 90 days and qualification decision is pending; invalid for transfers recorded or otherwise discovered more than 90 days earlier

### Field 56 – Column BD – VI\_CD1

**Vacant/Improved Code – Sale 1.** This field contains a code indicating whether the parcel was vacant or improved property at the time of sale. This field will be blank if no current sales are posted to the parcel. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

Vacant/Improved Codes	
Code	Definition
V	Vacant land
I	Improved property

**Field 57 – Column BE – SALE\_PRC1**

**Sale Price – Sale 1.** This field contains the sale price indicated by documentary stamps on the deed. This field will be blank if no current sales are posted to the parcel. **This entry has a variable length and can contain up to 12 digits.**

**Field 58 – Column BF – SALE\_YR1**

**Sale Year – Sale 1.** This field indicates the year of the transaction listed. This field will be blank if no current sales are posted to the parcel. **This entry has a fixed length and should appear as a four-digit number.**

**Field 59 – Column BG – SALE\_MO1**

**Sale Month – Sale 1.** This field indicates the month of the transaction listed (“01” for January, “02” for February, etc.). This field will be blank if no current sales are posted to the parcel. **This entry has a fixed length and should appear as a two-digit number if applicable.**

**Field 60 – Column BH – OR\_BOOK1**

**Official Record Book Number – Sale 1.** This field indicates the official record book number for the sale transaction listed as the county’s clerk of the court has recorded. This field will be blank if the clerk’s office uses a Clerk Instrument Numbering system or if no current sales are posted to the parcel. **This entry has a variable length and can contain up to six alphanumeric characters.**

**Field 61 – Column BI – OR\_PAGE1**

**Official Record Page Number – Sale 1.** This field indicates the official record book’s page number for the sale transaction listed as the county’s clerk of the court has recorded. This field will be blank if the clerk’s office uses a Clerk Instrument Numbering system or if no current sales are posted to the parcel. **This entry has a variable length and can contain up to six alphanumeric characters.**

**Field 62 – Column BJ – CLERK\_NO1**

**Clerk’s Instrument Number – Sale 1.** This field contains the Clerk’s Instrument Number for the sale transaction listed as the county’s clerk of the court has recorded. This field will be blank if the clerk’s office uses the OR Book/OR Page system or if no current sales are posted to the parcel. **This entry has a variable length and can contain up to 20 digits.**

**Field 63 – Column BK – SAL\_CHNG\_CD1**

**Sale Change Code – Sale 1.** This field contains a code indicating any significant changes in property characteristics that occurred between the sale date and the assessment reporting date. This field will be blank if no current sales are posted to the parcel. **This entry has a fixed length and should appear as a one-digit number.**

Sale Change Codes	
Code	Significant Change
1	Split
2	Combine
3	New Construction
4	Deletion
5	Disaster
6	Other (requires explanation to the department if used)
7	Remodel and renovation

**Field 64 – Column BL – MULTI\_PAR\_SAL2**

**Multi-Parcel – Sale 2.** Refer to field 54's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

**Field 65 – Column BM – QUAL\_CD2**

**Qualification Code – Sale 2.** Refer to field 55's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a two-digit number.**

**Field 66 – Column BN – VI\_CD2**

**Vacant/Improved Code – Sale 2.** Refer to field 56's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

**Field 67 – Column BO – SALE\_PRC2**

**Sale Price – Sale 2.** Refer to field 57's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a variable length and can contain up to 12 digits.**

**Field 68 – Column BP – SALE\_YR2**

**Sale Year – Sale 2.** Refer to field 58's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a four-digit number.**

**Field 69 – Column BQ – SALE\_MO2**

**Sale Month – Sale 2.** Refer to field 59's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a two-digit number.**

**Field 70 – Column BR – OR\_BOOK2**

**Official Record Book Number – Sale 2.** Refer to field 60's description. This field will be blank if the clerk's office uses a Clerk Instrument Numbering system or if fewer than two current sales are posted to the parcel. **This entry has a variable length and can contain up to six alphanumeric characters.**

**Field 71 – Column BS – R\_PAGE2**

**Official Record Page Number – Sale 2.** Refer to field 61's description. This field will be blank if the clerk's office uses a Clerk Instrument Numbering system or if fewer than two current sales are posted to the parcel. **This entry has a variable length and can contain up to six alphanumeric characters.**

**Field 72 – Column BT – CLERK\_NO2**

**Clerk's Instrument Number – Sale 2.** Refer to field 62's description. This field will be blank if the clerk's office uses the OR Book/OR Page system or if fewer than two current sales are posted to the parcel. **This entry has a variable length and can contain up to 20 digits.**

**Field 73 – Column BU – SAL\_CHNG\_CD2**

**Sale Change Code – Sale 2.** Refer to field 63's description. This field will be blank if fewer than two current sales are posted to the parcel. **This entry has a fixed length and should appear as a one-digit number.**

**Field 74 – Column BV – OWN\_NAME**

**Owner's Name.** This field contains the primary owner's name. **This entry has a variable length and contains up to 30 alphanumeric characters.**

**Field 75 – Column BW – OWN\_ADDR1**

**Owner's Mailing Address – Line 1.** This field contains the first line of the primary owner's street or P.O. box mailing address. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

**Field 76 – Column BX – OWN\_ADDR2**

**Owner's Mailing Address – Line 2.** This field contains the second line of the primary owner's street or P.O. box mailing address, if necessary. If unnecessary, the field will be blank. **This entry has a variable length and contains up to 40 alphanumeric characters.**

**Field 77 – Column BY – OWN\_CITY**

**Owner's Mailing Address – City.** This field indicates the city of the primary owner's mailing address. Only the city name appears in this field. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

**Field 78 – Column BZ – OWN\_STATE**

**Owner's Mailing Address – State.** This field contains the state, territory, or country of the primary owner's mailing address. **This entry has a variable length and can contain up to 25 alphanumeric characters.**

**Field 79 – Column CA – OWN\_ZIPCD**

**Owner's Mailing Address – U.S. ZIP Code.** This field contains the designated five-digit United States ZIP code of the primary owner's mailing address. If the address is not in the U.S., this field will be blank. **This entry has a fixed length and should appear as a five-digit number.**

#### Field 80 – Column CB – OWN\_STATE\_DOM

**Owner's State of Domicile.** This field indicates the postal abbreviation for the primary owner's state or territory of domicile. The entry will appear as "FC" if the primary owner resides in a foreign country.

**This entry has a fixed length and should appear as a two-character alphanumeric entry.**

Note: Fields 81 through 88 concern fiduciaries responsible for paying tax bills. Before 2012, s. 193.114(1)(p), F.S., required fiduciary information. The statute was amended in 2012 and this information is no longer required. These fields will be blank whether or not an account has a fiduciary.

#### Field 81 – Column CC – FIDU\_NAME

**Fiduciary's Name.** This field contains the name of the person or entity responsible for paying the tax bill, if different from the owner. **This entry should be blank.**

#### Field 82 – Column CD – FIDU\_ADDR1

**Fiduciary's Mailing Address – Line 1.** This field contains the first line of the fiduciary's street or P.O. box mailing address. **This entry should be blank.**

#### Field 83 – Column CE – FIDU\_ADDR2

**Fiduciary's Mailing Address – Line 2.** This field contains the second line of the fiduciary's street or P.O. box mailing address, if needed. **This entry should be blank.**

#### Field 84 – Column CF – FIDU\_CITY

**Fiduciary's Mailing Address – City.** This field indicates the city of the fiduciary's mailing address. Only the city name appears in this field. **This entry should be blank.**

#### Field 85 – Column CG – FIDU\_STATE

**Fiduciary's Mailing Address – State.** This field contains the state, territory, or country of the fiduciary's mailing address. **This entry should be blank.**

#### Field 86 – Column CH – FIDU\_ZIPCD

**Fiduciary's Mailing Address – U.S. ZIP Code.** This field contains the designated five-digit United States ZIP code of the fiduciary's mailing address. If the address is not in the U.S., this field will be blank. **This entry should be blank.**

#### Field 87 – Column CI – FIDU\_CD

**Fiduciary Code.** This field indicates the type of fiduciary, if known. **This should be blank.**

#### Field 88 – Column CJ – S\_LEGAL

**Short Legal Description.** This field contains a short legal description of the parcel. Since this field only allows 30 characters, the information may appear abbreviated, truncated, or incomplete. **This entry has a variable length and can contain up to 30 alphanumeric characters, including embedded punctuation.**

The data may indicate:

- Township
- Range
- Section or grant number
- Subdivision name/lot number

- Municipality code or number
- Metes and Bounds description

**Field 89 – Column CK – APP\_STAT**

**Homestead Applicant’s Status.** This field contains a code indicating the homestead applicant's status. Before 2015, the department required the codes “W” (wife), “H” (husband), or “O” (other non-married joint tenant). Property appraisers may now assign codes that best meet local needs. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

**Field 90 – Column CL – CO\_APP\_STAT**

**Homestead Co-Applicant’s Status.** This field contains a code indicating the homestead co-applicant's status. Before 2015, the department required the codes “W” (wife), “H” (husband), or “O” (other non-married joint tenant). Property appraisers may now assign codes that best meet local needs. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

**Field 91 – Column CM – MKT\_AR**

**Market Area Code.** This field contains a code indicating the market area. Property appraisers assign market area codes. Though the department recommends property appraisers use a numeric coding system ranging from 1 to 99, a few jurisdictions use other codes. **This entry has a variable length and can contain up to three alphanumeric characters.**

**Field 92 – Column CN – NBRHD\_CD**

**Neighborhood Code.** This field contains a code indicating the parcel's neighborhood. Property appraisers may assign neighborhood codes. This field is left blank if the property appraiser has not established neighborhood codes. **This entry has a variable length and can contain up to ten digits.**

**Field 93 – Column CO – PUBLIC\_LND**

**Public Land.** This field indicates the owner of public land. This designation is used for publicly owned property and locally assessed railroad property. This field is left blank if not applicable. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

Public Land Codes	
Code	Description
F	Federal
S	State
C	County, County School District
M	Municipal/City/Town
D	Special Taxing Districts/Authorities (drainage, water/flood/mosquito control, conservation, reclamation, improvement sanitation/sewer, hospital/medical, fire control districts, port, airport, transportation/transit authorities, regional planning councils, and community colleges)
W	Water management districts
T	State of Florida TIITF (owned by the Board of Trustees of the Internal Improvement Trust Fund)
R	Railroad Owned (locally assessed)
P	Other public land

#### Field 94 – Column CP – TAX\_AUTH\_CD

**Taxing Authority Code.** This field contains a code identifying the taxing authorities whose jurisdictions include the parcel. The property appraiser determines the coding system. Each code refers to a unique configuration of taxing authorities (such as municipalities, dependent and independent special districts) that can levy assessments. **This entry has a variable length and can contain up to five alphanumeric characters.**

#### Field 95 – Column CQ – TWN

**Township Number.** This field reflects a code identifying the township where the property is located. A township is a square unit of land used in the U.S. Public Land Survey System. It appears as a two-digit number and one letter. **This entry has a fixed length and should appear as a three-character entry.**

#### Field 96 – Column CR – RNG

**Range Number.** This field reflects a code identifying the range where the property is located. A range is a unit of measurement used in the U.S. Public Land Survey System. It appears as a two-digit number and one letter. **This entry has a fixed length and should appear as a three-character entry.**

#### Field 97 – Column CS – SEC

**Section or Grant Number.** This field reflects a code identifying the section number or land grant where the property is located. A section is a square unit of land used in the U.S. Public Land Survey System. **This entry has a fixed length and should appear as a three-character entry.**

#### Field 98 – Column CT – CENSUS\_BK

**Census Block Group Number.** This field identifies the parcel's U.S. Census Block Group and related information. The entry includes the Federal Information Processing Series (FIPS) codes for the state, county, tract, and block group. If a parcel is located in multiple block groups, the field identifies the block group of the center of the parcel. **This entry has a fixed length and should appear as a 16-digit entry.**

More information about census block group coding is available from the U.S. Census Bureau.

#### Field 99 – Column CU – PHY\_ADDR1

**Physical Address – Line 1.** This field identifies the physical street address of the parcel. If the parcel is vacant and has not been assigned a street number, the field may contain the name of the fronting (or ingress/egress) road. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 100 – Column CV – PHY\_ADDR2

**Physical Address – Line 2.** This field identifies additional physical address information (e.g., suite or unit number) for the parcel. This field is left blank if unnecessary. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 101 – Column CW – PHY\_CITY

**Physical Location – City.** This field contains the city in which the parcel is located. This field is left blank if unnecessary. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 102 – Column CX – PHY\_ZIPCD

**Physical Location – U.S. ZIP Code.** This field indicates the parcel's designated five-digit United States ZIP code. **This entry has a fixed length and should appear as a five-digit entry.**

#### Field 103 – Column CY – ALT\_KEY

**Alternate Key Number.** This field contains an optional alternate key identifier. Some counties identify parcels with an alternate key numbering system in addition to the unique parcel identification system. This field will be blank if not applicable. **This entry has a variable length and can contain up to 26 alphanumeric characters.**

Note: Fields 104 (Assessment Differential Transfer Flag) through 109 (Year Value Transferred) relate to homestead parcels for which an assessment limitation difference was transferred from a previous homestead for the current assessment year. These fields contain values only in the year in which a transfer takes effect.

#### Field 104 – Column CZ – ASS\_TRNSFR\_FG

**Assessment Differential Transfer Flag.** This field indicates whether an assessment limitation difference was transferred to the parcel for the assessment year. The only acceptable entry is “1” if an assessment limitation difference was transferred to the parcel for the assessment. This field will be blank if not applicable. **This entry has a fixed length and should appear as the digit “1.”**

#### Field 105 – Column DA – PREV\_HMSTD\_OWN

**Number of Owners – Previous Homestead.** This field identifies the number of owners of the previous homestead. The property appraiser uses this field to calculate the proportion of the assessment differential that should transfer to this parcel. If the transferred difference was not split among multiple owners, the entry will be “1.” This field will be blank if not applicable. **This entry has a variable length and can contain up to two digits.**

Examples:

- Single person homestead for both previous and new homestead, entry = 1
- Married couple for both previous and new homestead, entry = 1
- Previous homestead abandoned by a married couple; one spouse claims homestead on new home, entry = 2
- Three tenants-in-common previous homestead; one tenant claims homestead on new home, entry = 3

#### Field 106 – Column DB – ASS\_DIF\_TRNS

**Assessment Differential Transferred.** This field indicates the value of the assessment difference that is transferred. The just value minus this value equals the assessed value of the new homestead. Section 193.155(8)(a), F.S., describes how this difference is calculated. If the property appraiser has granted an application but the calculated assessment difference equals \$0.00, a 0 will appear in this field. This field will be blank if not applicable or the property appraiser has denied an application. **This entry has a variable length and can contain up to 12 digits.**

#### Field 107 – Column DC – CONO\_PRV\_HM

**County Number Previous Homestead.** This field indicates the previous homestead's two-digit county number (field 1). This field will be blank if not applicable. **This entry has a fixed length and should appear as a two-digit entry.**

**Field 108 – Column DD – PARCEL\_ID\_PRV\_HMSTD**

**Parcel ID – Previous Homestead.** This field indicates the previous homestead's parcel identification number (field 2). This field will be blank if not applicable. **This entry has a variable length and can contain up to 26 alphanumeric characters.**

**Field 109 – Column DE – YR\_VAL\_TRNSF**

**Year Value Transferred.** This field indicates the year that the assessment differential transferred to the new homestead. The year must be either of the two previous years. This field will be blank if not applicable. **This entry has a fixed length and should appear as a four-digit entry.**

**Fields 110 through 151 – Columns DF through ET – EXMPT\_01 through EXMPT\_81**

**Exemptions.** Fields 110 through 151 indicate the value of each exemption granted to the parcel, as determined by the property appraiser. Only the exemptions applicable to the parcel contain a dollar value. **These entries have variable lengths and can contain up to 12 digits.**

NAL Exemptions						
Exemption	Amount	Description of Exemption Reporting Requirements for Assessment Rolls	Applicable to Taxes Levied by:			Statute
			School	County	Municipality	
Field 110 EXMPT_01	Up to \$25,000	Value of homestead exemption. First \$25,000 homestead exemption applicable to all tax levies, subject to statute.	Yes	Yes	Yes	196.031(1)(a)
Field 111 EXMPT_02	Up to \$25,000	Value of additional homestead exemption up to \$25,000. Additional \$25,000 homestead exemption applicable for all levies other than school district levies. Applied to assessed values between \$50,000 and \$75,000.	No	Yes	Yes	196.031(1)(b)
Field 112 EXMPT_03	County determined Up to \$50,000	Value of <u>county</u> determined additional exemption for low-income seniors 65 and older whose household income does not exceed \$20,000, adjusted annually based on the CPI starting January 1, 2001. Amount of additional exemption determined by county ordinance.	No	Yes	No	196.075*
Field 113 EXMPT_04	Municipality determined Up to \$50,000	Value of <u>municipality</u> determined additional exemption for low-income seniors 65 and older. Amount of additional exemption determined by municipal ordinance.	No	No	Yes	196.075*
Field 114 EXMPT_05	Totally exempt	Value of exemption for certain permanently and totally disabled veterans, surviving spouses, and for surviving spouses of veterans and first responders who died in the line of duty, subject to statute	Yes	Yes	Yes	196.081
Field 115 EXMPT_06	Totally exempt	Value of exemption for disabled veterans confined to wheelchairs and surviving spouses, subject to statute	Yes	Yes	Yes	196.091
Field 116 EXMPT_07	Totally exempt	Value of exemption for a licensed child care facility operating in an enterprise zone, subject to statute	Yes	Yes	Yes	196.095
Field 117 EXMPT_08	Totally exempt	Value of exemption for totally and permanently disabled persons, subject to statute	Yes	Yes	Yes	196.101
Field 118 EXMPT_09	Totally exempt	Value of constitutional charitable, religious, scientific or literary exemption. Section 196.196, F.S., contains criteria for determining applicability.	Yes	Yes	Yes	196.196

### NAL Exemptions

Exemption	Amount	Description of Exemption Reporting Requirements for Assessment Rolls	Applicable to Taxes Levied by:			Statute
			School	County	Municipality	
Field 119 EXMPT_10	Up to 50%	Value of <u>county</u> adopted exemption for historic property used for certain commercial or nonprofit purposes, subject to statute	No	Yes	No	196.1961*
Field 120 EXMPT_11	Up to 50%	Value of <u>municipality</u> determined exemption for historic property used for certain commercial or nonprofit purposes, subject to statute	No	No	Yes	196.1961*
Field 121 EXMPT_12	Up to totally exempt	Value of exemption for certain property used by hospitals, nursing homes, and homes for special services, subject to statute	Yes	Yes	Yes	196.197
Field 122 EXMPT_13	Up to totally exempt	Value of exemption for certain property used by nonprofit homes for the aged, subject to statute	Yes	Yes	Yes	196.1975
Field 123 EXMPT_14	Up to \$25,000 per apartment	Value of exemption for property used by proprietary continuing care facilities, subject to statute	Yes	Yes	Yes	196.1977
Field 124 EXMPT_15	Determined by statute	Affordable housing property exemption, subject to statute	Yes	Yes	Yes	196.1978 & 196.196
Field 125 EXMPT_16	Totally exempt	Value of educational property exemption, subject to statute	Yes	Yes	Yes	196.198
Field 126 EXMPT_17	Totally exempt	Value of charter school property tax exemption, subject to statute	Yes	Yes	Yes	196.1983
Field 127 EXMPT_18	Up to totally exempt	Value of labor organization property tax exemption, subject to statute	Yes	Yes	Yes	196.1985
Field 128 EXMPT_19	Totally exempt	Value of community center property tax exemption, subject to statute	Yes	Yes	Yes	196.1986
Field 129 EXMPT_20	Totally exempt	Value of government property tax exemption, subject to statute	Yes	Yes	Yes	196.199
Field 130 EXMPT_21	Totally exempt	Value of exemption for property under certain agreements with local governments for use of public property, subject to statute	Yes	Yes	Yes	196.1993
Field 131 EXMPT_22	Up to 100%	Value of <u>county</u> economic development ad valorem tax exemptions, subject to statute	No	Yes	No	196.1995*
Field 132 EXMPT_23	Up to 100%	Value of <u>municipality</u> economic development ad valorem tax exemptions, subject to statute	No	No	Yes	196.1995*
Field 133 EXMPT_24	Up to 100%	Value of <u>county</u> ad valorem exemptions for historic property improvements, subject to statute	No	Yes	No	196.1997*
Field 134 EXMPT_25	Up to 100%	Value of <u>municipality</u> ad valorem exemptions for historic property improvements, subject to statute	No	No	Yes	196.1997*
Field 135 EXMPT_26	Up to 100%	Value of <u>county</u> additional ad valorem tax exemptions for historic properties open to the public, subject to statute	No	Yes	No	196.1998*
Field 136 EXMPT_27	Up to 100%	Value of <u>municipality</u> additional ad valorem tax exemptions for historic properties open to the public, subject to statute	No	No	Yes	196.1998*
Field 137 EXMPT_28		Reserved for Future Use				
Field 138 EXMPT_29	Totally exempt	Value of not-for-profit sewer and water company property tax exemption, subject to statute	Yes	Yes	Yes	196.2001
Field 139 EXMPT_30	Totally exempt	Value of property tax exemption for s. 501(c)(12) not-for-profit water and wastewater systems, subject to statute	Yes	Yes	Yes	196.2002
Field 140 EXMPT_31	\$500	Value of property tax exemption for blind persons	Yes	Yes	Yes	196.202

NAL Exemptions						
Exemption	Amount	Description of Exemption Reporting Requirements for Assessment Rolls	Applicable to Taxes Levied by:			Statute
			School	County	Municipality	
Field 141 EXMPT_32	\$500	Value of property tax exemption for widowers	Yes	Yes	Yes	196.202
Field 142 EXMPT_33	\$500	Value of property tax exemption for widows	Yes	Yes	Yes	196.202
Field 143 EXMPT_34	\$500	Value of property tax exemption of persons totally and permanently disabled	Yes	Yes	Yes	196.202
Field 144 EXMPT_35	\$5,000	Value of property tax exemption for disabled ex-service members; evidence of disability	Yes	Yes	Yes	196.24
Field 145 EXMPT_36	Totally exempt	Land dedicated in perpetuity for conservation purposes and used exclusively for those purposes	Yes	Yes	Yes	196.26(2)
Field 146 EXMPT_37	50% exemption	Land dedicated in perpetuity for conservation purposes but also used for commercial purposes	Yes	Yes	Yes	196.26(3)
Field 147 EXMPT_38	Up to 100% exemption	Value of property tax exemption for homestead property owned by persons who are deployed military personnel outside the U.S.	Yes	Yes	Yes	196.173
Field 148 EXMPT_39	Totally exempt	<u>County</u> adopted additional exemption for low-income seniors 65 and older who have maintained permanent residence for at least 25 years in a property with a just value less than \$250,000 and whose household income does not exceed \$20,000, adjusted annually based on the CPI starting January 1, 2001	No	Yes	No	196.075*
Field 149 EXMPT_40	Totally exempt	<u>Municipality</u> adopted additional exemption for low-income seniors 65 and older who have maintained permanent residence for at least 25 years in a property with a just value less than \$250,000 and whose household income does not exceed \$20,000, adjusted annually based on the CPI starting January 1, 2001	No	No	Yes	196.075*
Field 150 EXMPT_80	Varied % discount	Disabled Veterans Homestead Discount for veterans 65 and older, subject to statute	Yes	Yes	Yes	196.082
Field 151 EXMPT_81	Reduction	Reduction in assessment for living quarters of parents or grandparents	Yes	Yes	Yes	193.703*

\*Local option

Note: The department generates fields 152 (File Sequence Number) through 158 (Special Circumstances Text) for data management purposes.

### Field 152 – Column EU – SEQ\_NO

**File Sequence Number.** This field contains a number the department assigns in the order parcels appear on the property appraiser's assessment roll submission. **This entry has a variable length and can contain up to seven digits.**

### Field 153 – Column EV – RS\_ID

**Real Property Submission Identification Code.** This field contains a code unique to every real property assessment roll submission the department receives. Each real property assessment roll includes the NAL and SDF, which share their submission identification code. The same code will appear for every parcel in the file. **This entry has a variable length and can contain up to four alphanumeric characters.**

#### Field 154 – Column EW – MP\_ID

**Master Parcel Identification Code.** This field contains a code unique to every parcel within the real property file. **This entry has a variable length and can contain up to eight alphanumeric characters.**

#### Field 155 – Column EX – STATE\_PAR\_ID

**Uniform Parcel Identification Code.** This field contains a unique code the department assigns to each parcel based on a statewide parcel coding system. The department generates this because of the wide variance in the county-level parcel identification coding systems. This code can be cross-referenced longitudinally when a county's coding system changes. **This entry has a variable length and can contain up to 18 alphanumeric characters.**

#### Field 156 – Column EY – SPC\_CIR\_CD

**Special Circumstances Code.** This field contains a code the department generated for database management purposes. The department develops codes on a case-by-case and year-by-year basis by a data gathering request that either the Department of Revenue or another governmental entity issues. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit entry.**

#### Field 157 – Column EZ – SPC\_CIR\_YR

**Special Circumstances Year.** This field indicates the year relevant to the data in field 156, Special Circumstances Code. This field is left blank if not applicable. **This entry has a fixed length and should appear as a four-digit number.**

#### Field 158 – Column FA – SPC\_CIR\_TXT

**Special Circumstances Text.** This field may contain a short description of the special circumstance in field 156, Special Circumstances Code. It is reserved for use in conjunction with the two other special circumstances fields. This field is left blank if not applicable. **This entry has a variable length and can contain up to 50 alphanumeric characters.**

# Section 2

## Sales Data Files (SDF)

Note: The SDF only includes parcels that transferred ownership during the year immediately preceding the January 1 assessment date and the sales that occurred after the January 1 assessment date up to the required submission date. If a parcel transferred multiple times during that time period, the SDF lists each separately.

**Field 1 – Column A – CO\_NO**

**County Number.** This field reflects the two-digit number the department assigned to each Florida county. See the table below. **This entry has a fixed length and should appear as a two-digit number.**

Note: The department assigned these numbers before 1997, when Dade County's name changed to Miami-Dade County. "Miami-Dade" is placed alphabetically as beginning with "D" in the table and for coding purposes.

County Numbers			
County #	County Name	County #	County Name
11	Alachua	45	Lake
12	Baker	46	Lee
13	Bay	47	Leon
14	Bradford	48	Levy
15	Brevard	49	Liberty
16	Broward	50	Madison
17	Calhoun	51	Manatee
18	Charlotte	52	Marion
19	Citrus	53	Martin
20	Clay	54	Monroe
21	Collier	55	Nassau
22	Columbia	56	Okaloosa
23	Miami-Dade	57	Okeechobee
24	DeSoto	58	Orange
25	Dixie	59	Osceola
26	Duval	60	Palm Beach
27	Escambia	61	Pasco
28	Flagler	62	Pinellas
29	Franklin	63	Polk
30	Gadsden	64	Putnam
31	Gilchrist	65	Saint Johns
32	Glades	66	Saint Lucie
33	Gulf	67	Santa Rosa
34	Hamilton	68	Sarasota
35	Hardee	69	Seminole
36	Hendry	70	Sumter
37	Hernando	71	Suwannee
38	Highlands	72	Taylor
39	Hillsborough	73	Union
40	Holmes	74	Volusia
41	Indian River	75	Wakulla
42	Jackson	76	Walton
43	Jefferson	77	Washington
44	Lafayette		

## Field 2 – Column B – PARCEL\_ID

**Parcel Identification Code.** This field contains a unique code based on a parcel coding system applied uniformly within the county. The local property appraiser manages the uniform coding system, so parcel ID formats vary by county. **This entry has a variable length and can contain up to 26 alphanumeric characters.**

Examples (two of several systems property appraisers use):

- County A may use a section/township/range/subdivision/block/lot coding system:  
12-3N-45-6789-101-112
- County B may use a seven-digit leading and four-digit extension system:  
1234567-1234

## Field 3 – Column C – ASMNT\_YR

**Assessment Year.** This field indicates the assessment year. The sale information is based on the property appraiser's assessment as of January 1 of the assessment year. **This entry has a fixed length and should appear as a four-digit number.**

## Field 4 – Column D – ATV\_STRT

**Active Stratum.** This field indicates the active stratum number for parcels assigned to Basic Strata 01-07. If the assessed value for any of those seven strata constitutes less than 5 percent of the total assessed value of all seven strata, the parcels are reassigned to Active Stratum 8. Because of the field length, active stratum entries will not include a leading zero. This field will be blank for parcels assigned to Basic Strata 09-13. **This entry has a fixed length and should appear as a one-digit number.**

Please refer to stratification table on page 4 for more information on active strata.

## Field 5 – Column E – GRP\_NO

**Group Number.** This field denotes the group number assigned to parcels based on an analysis of parcel count and just value. The department stratifies each active stratum into four groups for statistical analysis and either one or two additional groups that contain property with abnormally high or low value. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

The group stratification process is described below.

<b>Group Stratification Process</b>
1. All parcels in the statutory stratum are arrayed in ascending order by just value.
2. At the top of the parcel array, all parcels comprising the first 5% of the stratum's just value are sub-stratified into Group 5 and removed from further consideration to enhance the representativeness of the remaining groups for sampling purposes.
3. Any individual parcels comprising 15% or more of the remaining stratum just value are sub-stratified into Group 6 and removed from further consideration to enhance the representativeness of the remaining four groups for analysis and sampling purposes (any parcel removed by this step is studied independently from the sample study).
4. After segregating out Groups 5 and 6 as outlined above and starting at the top of the remaining parcel array, the parcels within the first quarter (25%) of the array are placed in Group 1.
5. Continuing down the parcel array, the process in step 4 is repeated until all parcels in the stratum are placed within four groups (1-4), each having approximately the same number of parcels.
Note: At each of the break points for a group, if additional parcels exist with the same just value as the one that reaches the break point, then those parcels are included in the preceding group. This occurs most often in the vacant residential and agricultural strata. All parcels with the same just value must be assigned the same group number from the initial calculation process.

#### **Field 6 – Column F – DOR\_UC**

**DOR Land Use Code.** This field indicates the land use code associated with each type of property. The property appraiser assigns the use code based on department guidelines. If a parcel has more than one use, the appraiser assigns a code according to property's predominant use. **This entry has a fixed length and should appear as a three-digit number ranging from 000 through 099.**

Please refer to the use code table on pages 5-7 for a complete listing of land use codes.

#### **Field 7 – Column G – NBRHD\_CD**

**Neighborhood Code.** This field contains a code indicating the parcel's neighborhood. Property appraisers may assign neighborhood codes. This field is left blank if the property appraiser has not established neighborhood codes. **This entry has a variable length and can contain up to ten digits.**

#### **Field 8 – Column H – MKT\_AR**

**Market Area Code.** This field contains a code indicating the market area. Property appraisers assign market area codes. Though the department recommends property appraisers use a numeric coding system ranging from 1 to 99, a few jurisdictions use other codes. **This entry has a variable length and can contain up to three alphanumeric characters.**

#### **Field 9 – Column I – CENSUS\_BK**

**Census Block Group Number.** This field identifies the parcel's U.S. Census Block Group and related information. The entry includes the Federal Information Processing Series (FIPS) codes for the state, county, tract, and block group. If a parcel is located in multiple block groups, the field identifies the block group of the center of the parcel. **This entry has a variable length and can contain up to 16 characters.**

More information about census block group coding is available from the U.S. Census Bureau.

### Field 10 – Column J – SALE\_ID\_CD

**Sale Identification Code.** This field contains a unique code the property appraiser assigns to each transaction in the SDF. This code can be either an internally-generated code or a four-digit code whose first two digits indicate the year (14 or 15) and second two digits indicate the transaction number (01, 02, 03, etc.). The sale identification code remains with the sale for all subsequent SDF submissions. The department recommends that the transaction part of the code reflect the chronological order of sales. **This entry has a variable length and can contain up to 25 alphanumeric characters.**

### Field 11 – Column K – SAL\_CHNG\_CD

**Sale Change Code.** This field contains a code indicating any significant changes in property characteristics that occurred between the sale date and the assessment reporting date. **This entry has a fixed length and should appear as a one-digit number.**

Sale Change Codes	
Code	Significant Change
1	Split
2	Combine
3	New Construction
4	Deletion
5	Disaster
6	Other (requires explanation to the department if used)
7	Remodel and renovation

### Field 12 – Column L – VI\_CD

**Vacant/Improved Code.** This field contains a code indicating whether the parcel was vacant or improved property at the time of sale. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

Vacant/Improved Codes	
Code	Definition
V	Vacant land
I	Improved property

### Field 13 – Column M – OR\_BOOK

**Official Record Book Number.** This field indicates the official record book number for the sale transaction listed as the county's clerk of the court has recorded. This field will be blank if the clerk's office uses a Clerk Instrument Numbering system. **This entry has a variable length and can contain up to six alphanumeric characters.**

### Field 14 – Column N – OR\_PAGE

**Official Record Page Number.** This field indicates the official record book's page number for the sale transaction listed as the county's clerk of the court has recorded. This field will be blank if the clerk's office uses a Clerk Instrument Numbering system. **This entry has a variable length and can contain up to six alphanumeric characters.**

**Field 15 – Column O – CLERK\_NO**

**Clerk’s Instrument Number.** This field contains the Clerk’s Instrument Number for the sale transaction listed as the county’s clerk of the court has recorded. This field will be blank if the clerk's office uses the OR Book/OR Page system. **This entry has a variable length and can contain up to 20 digits.**

**Field 16 – Column P – QUAL\_CD**

**Qualification Code.** This field contains a code denoting the property appraiser’s sales qualification decisions. The qualification codes reflect certain characteristics of the transfer, which the department often uses to judge a sale's suitability for statistical analysis. **This entry has a fixed length and should appear as a two-digit number.**

Please refer to the qualification code table on pages 17-18 for a description of the qualification codes.

**Field 17 – Column Q – SALE\_YR**

**Sale Year.** This field indicates the year of the transaction listed. **This entry has a fixed length and should appear as a four-digit number.**

**Field 18 – Column R – SALE\_MO**

**Sale Month.** This field indicates the month of the transaction listed (“01” for January, “02” for February, etc.). **This entry has a fixed length and should appear as a two-digit number if applicable.**

**Field 19 – Column S – SALE\_PRC**

**Sale Price.** This field contains the sale price derived from the documentary stamp tax amount. The documentary stamp lists the amount of taxes collected on the transaction. **This entry has a variable length and can contain up to 12 digits.**

**Field 20 – Column T – MULTI\_PAR\_SAL**

**Multi-Parcel Sale.** This field contains a code indicating the county clerk's recording system if the sale included multiple parcels. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-character alphanumeric entry.**

Multi-Parcel Sale Codes	
Code	Definition
C	Multiple parcel transaction denoted by matching clerk of the court instrument number
D	Multiple parcel transaction denoted by matching official record book and page number

Note: The department generates fields 21 (Real Property Submission Identification Code) through 23 (Uniform Parcel Identification Code) for data management purposes.

**Field 21 – Column U – RS\_ID**

**Real Property Submission Identification Code.** This field contains a code unique to every real property assessment roll submission the department receives. Each real property assessment roll includes the NAL and SDF, which share their submission identification code. The same code will appear for every parcel in the file. **This entry has a variable length and can contain up to four alphanumeric characters.**

**Field 22 – Column V – MP\_ID**

**Master Parcel Identification Code.** This field contains a code unique to every parcel in the real property file. **This entry has a variable length and can contain up to eight alphanumeric characters.**

**Field 23 – Column W – STATE\_PAR\_ID**

**Uniform Parcel Identification Code.** This field contains a unique code the department assigns to each parcel based on a statewide parcel coding system. The department generates this field for data management purposes because of the wide variance in the county-level parcel identification coding systems. This code can be cross-referenced longitudinally if a county-level coding system changes. **This entry has a variable length and can contain up to 18 alphanumeric characters.**

Section 3  
Name – Address – Personal  
(NAP) Files

**Field 1 – Column A – CO\_NO**

**County Number.** This field indicates the two-digit number the department assigned to each Florida county. **This entry has a fixed length and should appear as a two-digit number.**

Note: The department assigned these numbers before 1997, when Dade County's name changed to Miami-Dade County. "Miami-Dade" is placed alphabetically as beginning with "D" in the table and for coding purposes.

County Numbers			
County #	County Name	County #	County Name
11	Alachua	45	Lake
12	Baker	46	Lee
13	Bay	47	Leon
14	Bradford	48	Levy
15	Brevard	49	Liberty
16	Broward	50	Madison
17	Calhoun	51	Manatee
18	Charlotte	52	Marion
19	Citrus	53	Martin
20	Clay	54	Monroe
21	Collier	55	Nassau
22	Columbia	56	Okaloosa
23	Miami-Dade	57	Okeechobee
24	DeSoto	58	Orange
25	Dixie	59	Osceola
26	Duval	60	Palm Beach
27	Escambia	61	Pasco
28	Flagler	62	Pinellas
29	Franklin	63	Polk
30	Gadsden	64	Putnam
31	Gilchrist	65	Saint Johns
32	Glades	66	Saint Lucie
33	Gulf	67	Santa Rosa
34	Hamilton	68	Sarasota
35	Hardee	69	Seminole
36	Hendry	70	Sumter
37	Hernando	71	Suwannee
38	Highlands	72	Taylor
39	Hillsborough	73	Union
40	Holmes	74	Volusia
41	Indian River	75	Wakulla
42	Jackson	76	Walton
43	Jefferson	77	Washington
44	Lafayette		

## Field 2 – Column B – ACCT\_ID

**Account Identification Code.** This field contains a unique code based on an account parcel coding system applied uniformly in the county. The local property appraiser manages the uniform coding system, so account ID formats vary by county. **This entry has a variable length and can contain up to 26 alphanumeric characters.**

## Field 3 – Column C – FILE\_T

**File (Roll) Type.** This field indicates the file type. **This entry has a fixed length and should appear as the character “P” to designate that the data relates to tangible personal property.**

## Field 4 – Column D – ASMNT\_YR

**Assessment Year.** This field indicates the assessment year. The roll is based on the property appraiser's assessment as of January 1 of the assessment year. **This entry has a fixed length and should appear as a four-digit number.**

## Field 5 – Column E – TAX\_AUTH\_CD

**Taxing Authority Code.** This field contains a code identifying the taxing authorities whose jurisdictions include the parcel. The property appraiser determines the coding system. Each code refers to a unique configuration of taxing authorities (such as municipalities and dependent and independent special districts) that can levy assessments. **This entry has a variable length and can contain up to five alphanumeric characters.**

## Field 6 – Column F – NAICS\_CD

**NAICS Code.** This field indicates the account's property type according to the North American Industry Classification System (NAICS). The U.S. Economic Classification Policy Committee developed and maintains the system. In addition to the standardized NAICS codes, the department recommends that property appraisers use a small number of codes for Florida-specific classifications. **This entry has a fixed length and should appear as a six-digit number.**

See Chapter 12D-8.009(3)(a), Florida Administrative Code, for more information about industry classifications for personal property. The department requires property appraisers to use the most recent published code list. The codes are available on the department's website.

## Field 7 – Column G – JV\_FF\_E

**Just Value – Furniture/Fixtures/Equipment.** This field indicates the just value of furniture, fixtures, and equipment. The total just value in field 9 should equal the sum of this field and the just value of leasehold improvements in field 8. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

## Field 8 – Column H – JV\_LESE\_IMP

**Just Value Leasehold Improvements.** This field indicates the just value of leasehold improvements. The total just value in field 9 should equal the sum of this field and the just value of furniture, fixtures, and equipment in field 7. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

## Field 9 – Column I – JV\_TOTAL

**Total Just Value.** This field contains the account's total just value. **This entry has a variable length and can contain up to 12 digits.**

#### Field 10 – Column J – AV\_TOTAL

**Total Assessed Value.** This field indicates the account's total assessed value. **This entry has a variable length and can contain up to 12 digits.**

#### Field 11 – Column K – JV\_POL\_CONTRL

**Just Value Pollution Control Device.** This field indicates the just value of pollution control facilities and devices as defined in s. 193.621, F.S. This value is a component of the value in field 7. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### Field 12 – Column L – AV\_POL\_CONTRL

**Assessed Value Pollution Control Device.** This field indicates the assessed value of pollution control facilities and devices as defined in s. 193.621, F.S. This value is a component of the total assessed value in field 10. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### Field 13 – Column M – EXMPT\_VAL

**Exemption Value.** This field reflects the total value of all exemptions applied to the account. Field 33 contains more detailed exemption information. This field will be blank if not applicable. **This entry has a variable length and can contain up to 12 digits.**

#### Field 14 – Column N – TAX\_VAL

**Taxable Value.** This field reflects the total taxable value of all tangible personal property. **This entry has a variable length and can contain up to 12 digits.**

#### Field 15 – Column O – PEN\_RATE

**Penalty Rate.** This field reflects the non-payment penalty rate the property appraiser applied to tangible personal property. Section 193.072, F.S., defines the penalty rate for non-payment. This field will be blank if not applicable. **This entry has a variable length and can contain up to two digits.**

#### Field 16 – Column P – OWN\_NAME

**Owner's Name.** This field contains the primary owner's name. **This entry has a variable length and contains up to 30 alphanumeric characters.**

#### Field 17 – Column Q – OWN\_ADDR

**Owner's Mailing Address.** This field contains the primary owner's street or P.O. box mailing address. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 18 – Column R – OWN\_CITY

**Owner's Mailing Address – City.** This field indicates the city of the primary owner's mailing address. Only the city name appears in this field. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 19 – Column S – OWN\_STATE

**Owner's Mailing Address – State.** This field contains the state, territory, or country of the primary owner's mailing address. **This entry has a variable length and can contain up to 25 alphanumeric characters.**

#### Field 20 – Column T – OWN\_ZIPCD

**Owner's Mailing Address – U.S. ZIP Code.** This field contains the designated five-digit United States ZIP code of the primary owner's mailing address. If the address is not in the U.S., this field will be blank. **This entry has a fixed length and should appear as a five-digit number.**

#### Field 21 – Column U – OWN\_STATE\_DOM

**Owner's State of Domicile.** This field indicates the postal abbreviation for the primary owner's state or territory of domicile. The entry will appear as "FC" if the primary owner resides in a foreign country. **This entry has a fixed length and should appear as a two-character alphanumeric entry.**

#### Field 22 – Column V – FIDU\_NAME

**Fiduciary's Name.** This field contains the name of the person or entity responsible for paying the tax bill, if different from the owner. This field will be blank if not applicable. **This entry has a variable length and contains up to 30 characters.**

Examples of fiduciaries:

- Financial institution that pays the tax bill from the owner's escrow account
- Accounting firm authorized by the owner to pay the tax bill
- Property manager authorized by the owner to pay the tax bill

#### Field 23 – Column W – FIDU\_ADDR

**Fiduciary's Mailing Address.** This field contains the fiduciary's street or P.O. box mailing address. This field will be blank if not applicable. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 24 – Column X – FIDU\_CITY

**Fiduciary's Mailing Address – City.** This field indicates the city of the fiduciary's mailing address. Only the city name appears in this field. This field will be blank if not applicable. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 25 – Column Y – FIDU\_STATE

**Fiduciary's Mailing Address – State.** This field contains the state, territory, or country of the fiduciary's mailing address. This field will be blank if not applicable. **This entry has a variable length and can contain up to 25 alphanumeric characters.**

#### Field 26 – Column Z – FIDU\_ZIP\_CD

**Fiduciary's Mailing Address – U.S. ZIP Code.** This field contains the designated five-digit United States ZIP code of the fiduciary's mailing address. If there is no fiduciary or the fiduciary's address is not in the U.S., this field will be blank. **This entry has a fixed length and should appear as a five-digit number.**

#### Field 27 – Column AA – FIDU\_CD

**Fiduciary Code.** This field indicates the type of fiduciary, if known. This field will be blank if not applicable. **This entry has a fixed length and should appear as a one-digit number.**

#### Field 28 – Column AB – PHY\_ADDR

**Physical Address.** This field identifies the property's physical street address. If the location has not been assigned a street number, the field may contain the name of the fronting (or ingress/egress) road. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 29 – Column AC – PHY\_CITY

**Physical Location – City.** This field contains the city where the tangible personal property is located. This field will be blank if not applicable. **This entry has a variable length and can contain up to 40 alphanumeric characters.**

#### Field 30 – Column AD – PHY\_ZIP

**Physical Location – U.S. ZIP Code.** This field indicates the personal property's designated five-digit United States ZIP code. **This entry has a fixed length and should appear as a five-digit entry.**

#### Field 31 – Column AE – FIL

**Filler.** This field is reserved for future use. When defined, the department will re-label this field and establish field size specifications. **This field will be blank.**

#### Field 32 – Column AF – ALT\_KEY

**Alternate Key Number.** This field contains an optional alternate key identifier. Some counties identify accounts with an alternate key numbering system in addition to the unique account identification system. This field will be blank if not applicable. **This entry has a variable length and can contain up to 26 alphanumeric characters**

#### Field 33 – Column AG – EXMPT

**Exemptions.** This field contains the code(s) and value(s) for all applicable exemptions. The sequence of this entry is exemption code, semicolon, and exemption value. If the property has more exemption(s), a semicolon separates the exemption value and the next code. This field will be blank if not applicable. **This entry has a variable length and can contain up to 50 alphanumeric characters.**

Examples:

- The standard \$25,000 TPP exemption only: M;25000
- Institutional property that also has a community center component which qualifies for the standard \$25,000 TPP exemption: A;90000;M;25000

NAP Exemption Codes	
Code	Description
A	Institutional
B	Non-Governmental Educational Property Other Than under Section 196.1985, F.S.
C	Federal Government Property
D	State Government Property
E	Local Government Property
F	Leasehold Interests in Government Property
G	County Economic Development
H	Not-for-profit Sewer and Water Companies
I	Blind Exemption
J	Total and Permanent Disability Exemption
K	Widows and Widowers Exemption
L	Disabled Veterans Exemption
M	\$25,000 Tangible Personal Property Exemption
N	Space Laboratories and Carriers Exemption
O	Affordable Housing Property Exemption (new for 2013)
P	Municipality Economic Development (new for 2013)

**Field 34 – Column AH – ACCT\_ID\_CNG**

**Account ID Change Field.** This field contains the previous account ID if the account ID numbering system changed since the prior year. This field will be blank if not applicable. **This entry has a variable length and can contain up to 20 alphanumeric characters.**

Note: The department generates fields 35 (File Sequence Number) and 36 (Tangible Property Submission Identification Code) for data management purposes.

**Field 35 – Column AI – SEQ\_NO**

**File Sequence Number.** This field contains a number the department assigns in the order accounts appear on the property appraiser’s assessment file. **This entry has a variable length and can contain up to seven digits.**

**Field 36 – Column AJ – TS\_ID**

**Tangible Property Submission Identification Code.** This field contains a code unique to every tangible personal property assessment roll the department receives. The same code will appear for each account listed on the file. **This entry has a variable length and can contain up to four alphanumeric characters.**