

Assessment of Sales Ratio - Schedule BxX

Pipe “|” or Tilde “~” Delimited File Layout

| Field Number | Field Name | Field Type | Field Description/Requirements |
|--------------|--|------------|--|
| 1 | File Type | String | Value needs to be “ASRBX” |
| 2 | Year | Numeric | Four Digit Year |
| 3 | County Name | String | Name of the County. This field must match up with the County Number field. |
| 4 | County Number | Numeric | Two Digit County Code that must match up with the County Name field. |
| 5 | City Name | String | Name of the City where the property is located. This field must match up with the City Number field. Required only on “City” records. |
| 6 | City Number | Numeric | Four Digit City Number that must match up with the City Name field. Required only on “City” records. |
| 7 | Lot | Numeric | Identify only the first lot number. If additional lots purchased, indicate in field #17 |
| 8 | Block | Numeric | Identify only the first block number. If additional blocks purchased, indicated in field #17 |
| 9 | Addition Number | Numeric | Number assigned by jurisdiction |
| 10 | Township Number | Numeric | Three digit Township Number in PLSS legal description where the property is located. This field must match up with the Township Name. Required only on “Township” records. |
| 11 | Range Number | Numeric | Range Number in PLSS legal description where property is located. This field must correspond with the Township Number and match the Township Name. Required only on “Township” records. |
| 12 | Section Number | Numeric | Two digit section number in PLSS legal description where the property is located. Required only on “Township” records. |
| 13 | Date of Recording | Date | Transaction Date - MM/DD/YYYY Format |
| 14 | Document Number | String | Deed Document Number or Parcel Number or if appraisal “APPR” |
| 15 | Date of Document | Numeric | Four Digit Year of Purchase Agreement |
| 16 | Type of Deed | Numeric | 1 for Warranty, 2 for Contract, 0 for Other – No other values will be allowed |
| 17 | More Land Transferred | Boolean | 1 for Yes, 0 for No – No other values will be allowed |
| 18 | Sale Price in Dollars | Numeric | Whole Numbers Only. |
| 19 | Personal property or seller's concessions in Dollars | Numeric | Zero required if no information to report. Whole numbers only. |
| 20 | Net Sale Price in Dollars | Numeric | Enter value of field #18 less field #19. Whole numbers only |
| 21 | Assessors True and Full Value | Numeric | Final equalized value for the taxable year included in this report. Whole numbers only. |
| 22 | Sales Ratio | Decimal | Assessors Estimated True and Full Value (field #21) divided by the Net Sale Price (field #20) multiplied by 100. Round to the nearest tenth. MUST TAKE OUT ANY FORMULA PRIOR TO UPLOAD OR YOU WILL HAVE ERRORS IN THE UPLOAD. |

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|-------------------------|---|---------|--|
| 23 | Type of Property | Numeric | 1 for Agricultural, 2 for Commercial, 3 for Residential, 4 for Lake-shore, 5 for Vacant Lots, 6 for Mobile Homes – No other values will be allowed |
| 24 | Area Type | Numeric | 1 for Cities, 2 for Townships – No other values will be allowed |
| 25 | Acres | Numeric | If “1” on Field #24 and platted, must enter 0. If “1” on Field #24 and un-platted, must be 1 acre or greater. If “1” on Field #24 and “1” on Field #23, must be 1 acre or greater. If “2” on Field #24 and “1” on Field #23, acres must be 80 acres or greater. This field is required. Whole numbers only. |
| 26 | Transaction verified in ratio study | Boolean | 1 for Yes, 0 for No – No other values will be allowed |
| 27 | Transaction Explanation | Numeric | If “0” in 26, then must use numbers 1-23. See Transaction Explanation Document (page 3) for options. |
| 28 | Transaction Explanation Other Description | Numeric | Required if Field #27 is “23”, otherwise leave blank |
| 29 | Verification Method | Numeric | 1 for Correspondence, 2 for Personally, 3 for Telephone, 4 for Other – No other values will be allowed |
| 30 | Agency Verifying | Numeric | 1 for State, 2 for County, 3 for Local – No other values will be allowed |
| 31 | Parcel ID Number | String | Parcel Number |
| Mobile Home Data | | | |
| 32 | Width | Numeric | Width of the Mobile Home (in feet) |
| 33 | Length (excluding hitch) | Numeric | Length of the Mobile Home (in feet) |
| 34 | Sq. Ft. of Living Area | Numeric | Square feet of living area in the Mobile Home |
| 35 | Model Year | Numeric | Model Year of the Mobile Home |
| 36 | Sq. Ft. of Entry Shed | Numeric | Square feet of the Entry Shed if one exists |

String Fields - All characters will be allowed on these fields.

Numeric Fields - Only numbers will be allowed on these fields. Any non-numeric value will cause an error in these fields. Decimal places will not be allowed.

Decimal Fields - All values will be treated as numeric instead of strings. Do not enter dollar signs. Commas are ok and a decimal point is required for cents.

State Board of Equalization

Transaction explanation as to why transaction should not be included in the assessment sales ratio study:

1. Property owned or used by public utilities.
2. Property classified as personal property.
3. A sale where the grantor and the grantee are of the same family or corporate affiliate.
4. A sale which resulted as a settlement of an estate.
5. REPEALED
6. Forced sale, mortgage foreclosure, or tax sale.
7. Sales to or from a religious, charitable, or nonprofit organization.
8. A transfer of ownership of property for which is given a quitclaim deed.
9. Sales of property which is not assessable by law.
10. Agricultural lands of less than eighty (80) acres.
11. Sales where only a part interest in the property has been sold.
12. The date of the sale was not within the base period.
13. Sales for a completed structure, whereas the assessment records show only a partial assessment on the structure.
14. The subject property constitutes, or is part of, an exchange of properties.
15. The deed resulted from the completion of a contract made prior to the current year.
16. The grantor is transferring property to avoid a lien or judgment.
17. Sales where there is an indicated change of use by the owner.
18. Agricultural lands where a large portion of the sale price is attributed to farm buildings which are exempt from taxation.
19. Sales where the total sale price includes the price paid for a significant amount of personal property which is difficult to evaluate.
20. Sales of vacant lots which show a building having been erected and assessed at this location since the date of this sale.
21. Sales where the property described in the deed does not coincide with the assessment records in the county auditor's office.
22. Sales of commercial or residential property where the building has been removed or destroyed and the assessment records show only a valuation for the land.
23. Other reasons not listed above (explain).