

## Assessment of Sales Ratio - Supplemental

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

Field Number	Field Name	Field Type	Field Description/Requirements
1	File Type	String	Value needs to be “ASRS”
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 Code field.
6	City Number	Numeric	Four Digit City Code that must match up with the City Name field.
7	Township Name	String	Name of the Township where the property is located. This field must match up with the Township Number and Range.
8	Township Number	Numeric	Township number in PLSS legal description where the property is located. This field must match up with the Township Name.
9	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.
<b>Agricultural Land</b>			
10	Prior Year Taxable Ag Acres	Decimal	
11	Current Year Taxable Ag Acres	Decimal	
12	Taxable Ag Difference	Decimal	Current Year Taxable Ag Acres minus Prior Year Taxable Ag Acres
<b>Residential Property</b>			
13	Lots, Tracts, and Leased Site Tax Value Amount Change - Increases Only	Numeric	If there has been a change in the total true and full valuation of residential lots, tracts, or leased sites because of annexation, land improvements such as water, sewer, streets, sidewalks, curb and gutter, a change in the exempt status of the property, omitted property or abatement, the changes should be shown in either 13 or 14. Do not include changes resulting from homestead credits.
14	Lots, Tracts, and Leased Site Tax Value Amount Change - Decreases Only	Numeric	If there has been a change in the total true and full valuation of residential lots, tracts, or leased sites because of annexation, land improvements such as water, sewer, streets, sidewalks, curb and gutter, a change in the exempt status of the property, omitted property or abatement, the changes should be shown in either 13 or 14. Do not include changes resulting from homestead credits.
15	Building and Structure Tax Value Amount Change - Increases Only	Numeric	If there has been a change in the total true and full valuation of residential structures because of new construction, new additions, new improvements, a change in the assessment status from exempt to taxable, or omitted property, such changes should be shown as INCREASE in 15. Do not include changes resulting from homestead or disabled veterans credits.
16	Building and Structure Tax Value Amount Change - Decreases Only	Numeric	If there has been a change in the total true and full valuation because of damage to the structures by flood, fire, windstorm or removal by demolition, where the property has changed from taxable to exempt, or abatement, the changes should be shown as DECREASE in 16. Do not include changes resulting from homestead or disabled veterans credits.
<b>Commercial Property</b>			

17	Lots, Tracts, and Leased Site Tax Value Amount Change - Increases Only	Numeric	If there has been a change in the total true and full valuation of commercial lots, tracts, or leased sites because of annexation, land improvements such as water, sewer, streets, sidewalks, curb and gutter, a change in the exempt status of the property, omitted property or abatement, the changes should be shown in either 17 or 18.
18	Lots, Tracts, and Leased Site Tax Value Amount Change - Decreases Only	Numeric	If there has been a change in the total true and full valuation of commercial lots, tracts, or leased sites because of annexation, land improvements such as water, sewer, streets, sidewalks, curb and gutter, a change in the exempt status of the property, omitted property or abatement, the changes should be shown in either 17 or 18.
19	Building and Structure Tax Value Amount Change - Increases Only	Numeric	If there has been a change in the total true and full valuation of commercial structures because of new construction, new additions, new improvements, a change in the assessment status from exempt to taxable, or omitted property, such changes should be shown as INCREASE in 19.
20	Building and Structure Tax Value Amount Change - Decreases Only	Numeric	If there has been a change in the total true and full valuation because of damage to the structures by flood, fire, windstorm or removal by demolition, where the property has changed from taxable to exempt, or abatement, the changes should be shown as DECREASE in 20.

**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.