

Assessment of Sales Ratio – Schedule BX
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	Three digit 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 if Supplement the four digit year 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.
23	Type of Property	Numeric	1 for Agricultural, 2 for Commercial, 3 for Residential, 4 for Lakeshore, 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	String	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	If Field #14 is a Supp or an Appr, you must have Parcel ID Number, if Field #14 is not a Supp or an Appr, you do not have to fill in
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.

Date Fields – All dates must be in the MM/DD/YYYY format. All other date formats will not be allowed and an error will be displayed.

Decimal Fields – Numeric Field with two decimal places.

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).