

MEMORANDUM:

TO: Property Appraisers
FROM: James McAdams, Director
SUBJ: Proposed 2010 NAL and SDF File Layouts
DATE: October 9, 2009

We have made minor modifications to the Name-Address-Legal (NAL) file and Sale Data File (SDF) layouts per 193.1142 F.S. for the 2010 assessment year. These changes will be in effect beginning with the 2010 Preliminary Assessment Roll.

The total number of data fields on the NAL and SDF layouts has not changed. However, we have deleted fields 31 & 32 dealing with parent/grandparent living quarters and replaced them with two fields dealing with working waterfront. Other modifications are limited to updating a few code lists, clarifying a few field descriptions, and changing a few of the field specifications.

Below is a summary list of the modifications:

NAL Field 7 – Special Assessment Code

- Code '0' was removed from the code list.

NAL Field 9 – Change in just value from approved preliminary roll for same assessment date

- Field limited to changes over \$100 and changes not the result of a parcel split or combination.
- Language added to note that this is the only field on the NAL file that will accept a negative number.

NAL Field 10 – Code for change in Just Value

- Field has been expanded to 2 numeric characters
- Since changes due to parcel splits and combinations are no longer included, these codes have been eliminated.
- The descriptions of new codes 03 through 06 have been revised to distinguish between revised valuations relating to receipt or discovery of additional information related to a property's physical characteristics and other revised valuations.

Note Added

- Items (fields) 15 through 32 provide detail on just value and non-school assessed value. The sum of just values entered should equal total just value in field 8. The sum of assessed values entered should equal total non-school assessed value in field 12.

NAL Field 16 – Homestead assessed value

- The reference to homestead assessed value for school purposes was deleted.

NAL Field 25 – Just value of land classified under s. 193.501, F.S. and NAL Field 26 – Assessed value of land classified under s. 193.501, F.S.

- Entries in these fields should include land used for conservation purposes and classified and assessed pursuant to the amendment to s 4(b), Art. VII of the Florida Constitution approved in November 2008.

NAL Field 31 – Just value of property with reduced assessment due to working waterfront, and NAL Field 32 – Assessed value of property with reduced assessment due to working waterfront

- Replaced parent/grandparent living quarter assessments with the newly created working waterfront assessment. Parent/grandparent assessment differences should be recorded with an exemption code in field 90.

NAL Field 33 – New Construction just value

- Clarifies that new construction should include improvements new to the parcel, even though moved from another parcel.

NAL Field 38 – Land value

- Clarifies that just value should be entered for all property except agricultural. Assessed value should be entered for agricultural property.

NAL Field 42 – Improved quality

- Codes changed to numeric only.
- Field size reduced to 1 character.

NAL Field 43 – Construction Class

- Must be entered as a numeric code.
- Code E changed to S to align with the Marshal Valuation Service.
- Code needed for all improvement types except mobile homes.

SDF Field 5 – Sale transfer code

- Clarifies that the acceptable codes for this field are those specified in the 2009 Sale Qualification Code List. No other transfer qualification codes will be accepted.

The revised file layouts are available at:

<http://dor.myflorida.com/dor/property/dataformats.html>

Please review these proposed layouts and provide any comments or questions to DORADV@dor.state.fl.us by Friday, October 30, 2009.