

**Specification for Comma Delimited Text File**  
**Record Layout for 2008 Roll Submittal**

**- Superseding Rule 12D-8.013, F.A.C. (2007)**

1. Field names or header row are not to be included
2. One record per line
3. Field Values are separated by commas
4. Any text fields containing a comma must be enclosed by quotation marks (“,”)  
Example: “Smith, Jones and Smith”

- The following **N.A. L.** Fields must be enclosed in quotation marks:

Owners name	Short Legal Description
Street address Line 1	Physical Location Line 1
Street address Line 2	Physical Location Line 2
City	Physical Location City
State or Country	Transfer Owner

- The following **N.A.P.** Fields must be enclosed in quotation marks:

Tax Payer Name	Physical Location of Property
Tax Payer Mailing Address	Physical Street Address
City	Physical City
State or Country	

- All existing quotation marks (“) within the text string must be converted to a double quotation mark (“”).

Example: “Smith, “Jones” and Smith” should be converted to “Smith, ““Jones”” and Smith”

Example: “The NW1/4 of the NW1/4 and the southern 328’ 8” of “ should be converted to “The NW1/4 of the NW1/4 and the southern 328’ 8”” of”

If in the second example above the end of the legal provided stopped at 328’ 8” the conversion would be “The NW1/4 of the NW1/4 and the southern 328’ 8”””

5. The field for multiple exemptions will be separated by semicolons between exemption code(s) and value(s). The end of the field will be separated by a comma.

Example: ....01;25000;02;25000;27;500,...

**Alternative Specifications for Counties Unable to Provide  
Comma Delimited Text File 12D-8 Record Layout for 2008 Roll Submittal**

Counties which are unable to produce the comma delimited file format shall notify the Department in writing as soon as possible. For the 2008 Roll submittal, the Department will accept an alternative fixed file format submittal in these situations. The submittal will be composed of the previous 450 character fixed length file format and include the additional fields listed in the Department's Proposed 12D-8 file record layout for the 2008 tax roll.