

**2009 DATA EDITS**

**Level 4 Data Edits - All Level 4 edits must have written notice of correction submitted to the Department before the Preliminary Assessment Roll can go to the approval process. This must be completed within the 10-day complete submission window. (Revised 3-24-09)**

<b>Edit #</b>	<b>Title</b>	<b>Field Number</b>
1	Are there any parcels where total just value is less than either school assessed value or non-school assessed value? (Field 8 is less than either Field 11 or Field 12)	8, 11 & 12
2	Are there any parcels where the total just value is greater than zero and either the school assessed value or non-school assessed value equals zero? (Field 8 is greater than 0 and Field 11 or Field 12 is equal to 0)	8, 11 & 12
3	Are there any parcels where total just value equals zero and either the school assessed value or non-school assessed value is greater than zero? (Field 8 = 0 and Field 11 or Field 12 is greater than 0)	8, 11 & 12
4	Are there any parcels where school taxable value is greater than school assessed value and/or non-school taxable value is greater than non-school assessed value? (Field 11 is less than Field 13 and/or Field 12 is less than Field 14)	11, 12, 13 & 14
5	Is the percentage of homestead properties with social security numbers being reported lower than 90%?	67 & 69
6	Are there any homestead parcels flagged for portability and any required portability field is empty? (Field 84 has an entry but one or more of Fields 85-89 is empty)	84-89
7	Are there any homestead parcels with a year other than 2007 or 2008 in the portability year field?	89
8	Are there any homestead assessment differences not equal to the portability assessment difference value? (The difference of Field 15 minus Field 16 is not equal to Field 86)	15, 16 & 86
9	Are there any parcels with a residential, commercial, or industrial improved use code and total (living) area or useable area is invalid, empty or equals 0? (Field 5 - use codes 001-008, 011-039, and 041-049)	5 & 47
10	Are there any parcels with a residential, commercial or industrial improved use code and the effective year built or number of buildings is empty or equal to 0? (Field 5 - use codes 001-008, 011-039, and 041-049)	5, 44 & 48
11	Are there any parcels with a residential, commercial, or industrial improved use code and the improvement quality is invalid, empty or equals 0? (Field 5 - use codes 001-008, 011-039, and 041-049)	5 & 42
<i>Note: Invalid = numeric or alpha data field entry other than NAL specifications</i>		

**2009 DATA EDITS**

**Level 3 Data Edits - These edits are provided for additional review and correction by your staff. These level 3 edits will be reviewed by DOR and corrections should be made by the Final Roll Submission for the highlighted items or a written explanation should be sent to the department. (Revised 3-24-09)**

<b>Edit #</b>	<b>Title</b>	<b>Field Number</b>
1	Are there any agricultural properties with total just value equal to either school assessed value or non-school assessed value? (Field 5 - use codes 050-069 and Field 8 is equal to, or less than, Field 11 or Field 12)	5, 8,11 & 12
2	Are there any agricultural properties with land value greater than either school assessed value or non-school assessed value? (Field 5 - use codes 050-069 and Field 38 is greater than Field 11 or Field 12)	5, 38, 11 & 12
3	Are there any confidentiality codes flagged with anything other than '1'?	70
4	Are there any reported records with invalid social security numbers?	67 & 69
5	Are there any parcels reported indicating a hurricane damage code?	36 & 37
6	Are there any homestead properties where the land value equals 0? (Excluding use codes 004 and 005)	90 & 38
7	Are there any improved properties where total just value is equal to land value?	5, 8 & 38
8	Are there any properties where the use code is empty or invalid?	5
9	Are there any properties where the land unit code is missing, invalid or zero? (Excluding use codes 004 and 005)	39
10	Are there any properties where the number of land units is missing, invalid or zero? (Excluding use codes 004 and 005)	40
11	Are there any parcels where the land square footage is missing, invalid or empty?	41
12	Are there any properties with a vacant use code receiving homestead exemption?	5 & 90
13	Are there any properties where the new construction value reported is invalid?	33
14	Are there any parcels with reported new construction where total just value equals current land value?	33, 38 & 8
15	Are there any parcels where new construction value is greater than total just value?	33 & 8
16	Are there any properties where the date of last physical inspection is invalid or empty?	46
17	Are there any invalid Parcel ID numbers?	2
18	Are there any parcels with land value greater than total just value?	38 & 8
19	Are there any parcels with the taxing authority codes missing or invalid?	74
20	Are there any parcels flagged with an exemption code and the dollar amount entry is empty?	90

**LEVEL 3 - Continued**

Edit #	Title	Field Number
21	Are there any parcels with a total just value less than the total of the miscellaneous total just value fields? (Field 8 is less than the total of Fields 15, 17, 19, 21, 23,25, 27, 29, and 31)	8<15+17+19+21 +23+25+27+29+ 31
22	Are there any parcels with a total school assessed value less than the total of the miscellaneous assessed value fields? (Field 11 is less the total of Fields 16,18, 20, 22, 24, 26, 28, 30 and 32)	11<16+18+20+2 2+24+26+28+30 +32
23	Are there any parcels with a total non-school assessed value less than the total of the miscellaneous assessed value fields? (Field 12 is less than the total of Fields 16,18, 20, 22, 24, 26, 28, 30 and 32)	12<16+18+20+2 2+24+26+28+30 +32
24	Are there any parcels with a total just value less than the special features value? (Field 8 is less than Field 50)	8 & 50
25	Are there any parcels with an invalid entry in the special features field?	50
26	Are there any parcels flagged with a special feature and the special feature value entry is empty?	50
27	Are there any parcels with a invalid entry in the parcel/split combine field?	35
28	Are there any parcels with a missing, invalid or empty census block group field?	78
29	Are there any parcels with a missing, invalid or empty physical location field?	79
30	Are there any parcels with a commercial or industrial improved use code where the construction class is invalid, missing or equals 0? (Field 5 - use codes 011-039, and 041-049)	5 & 43
31	Are there any parcels with a residential improved use code where the number of residential units indicated is equal to 0? (Field 5 - use code 001, 002, 004, and 005)	5 & 49
32	Are there any parcels with a residential improved use code with the number of residential units more than 3? (Field 5 - use code 001, 002, 004, and 005)	5 & 49
<i>Note: Invalid = numeric or alpha data field entry other than NAL specifications</i>		

**2009 DATA EDITS**

**Level 2 Data Edits- These edits are provided for additional review and correction by your staff. These level 2 edits will be reviewed by DOR and sent to you at the end of the Roll Approval Process.  
(Revised 3-24-09)**

<b>Edit #</b>	<b>Title</b>	<b>Field Number</b>
1	Are there any parcels with an invalid land value?	38
2	Are there any parcels with an invalid entry in the living area field?	47
3	Are there any parcels with both zero total just value and zero in either school assessed value or non-school assessed value? (Field 8, Field 11 and Field 12 all equal zero)	8, 11,12
4	Are there any vacant use codes with a construction class?	5, 43
5	Are there any vacant use codes with total just value greater than land value?	8 & 38
6	Are there any vacant use codes with living area or usable area?	5 & 47
7	Are there any parcels with an invalid effective year built or actual year built?	44 & 45
8	Are there any parcels with a institutional or government improved land use code and the improvement quality is invalid, empty or equals 0? (Field 5 - use codes 071-079 and 081-089)	5 & 42
9	Are there any parcels with a institutional or government improved land use code and the construction class or useable area is invalid, empty or equals 0? (Field 5 - use codes 071-079 and 081-089)	5, 47, 43
10	Are there any parcels with a institutional or government improved land use code and the effective year built or number of buildings is equal to 0? (Field 5 - use codes 071-079 and 081-089)	5, 44, 48
11	Are there any parcels with missing or invalid market area codes?	71
12	Are there any parcels where the DOR land use code is equal to 009?	5
13	Are there any properties where the living area reported is inconsistent with the number of buildings reported?	47 & 48
14	Are there any parcels with a improved residential, commercial, or industrial land use code and the actual year built (Field 45) is empty or equal to 0? (Field 5 - use codes 001-008, 011-039, and 041-049)	5 & 45
<i>Note: Invalid = numeric or alpha data field entry other than NAL specifications</i>		

**Level 1 Data Edits - These edits are provided for additional review and correction by your staff if necessary. These level 1 edits will be reviewed by DOR and sent to you at the end of the Roll Approval Process.  
(Revised 3-24-09)**

<b>Edit #</b>	<b>Title</b>	<b>Field Number</b>
1	Are there any parcels with an invalid foreign zip code for the owner? (If non-US Address, leave blank)	56
2	Are there any parcels where the land square footage is invalid?	41
3	Are there any parcels where the taxable value is invalid?	13 & 14
4	Are there any parcels where the section is invalid?	77
5	Are there any parcels where the township number or the format is invalid? (2 numeric then 1 alpha)	75
6	Are there any parcels where the range number or format is invalid (2 numeric then 1 alpha)?	76
<i>Note: Invalid = numeric or alpha data field entry other than NAL specifications</i>		

**2009 DATA EDITS**

**SDF Edits - Listed below are the 2009 edits for the 2009 Sales Data File. Only 2008 and 2009 sales should be on the Sale Data File and file should include all 2008 sales. Edits will only run against 2008 sales on the sale submission. Edits will also be run on the 2009 preliminary submission Sale Data File. (Revised 3-31-09)**

<b>Edit #</b>	<b>Title</b>	<b>Field Number</b>
1	Does sale have a missing or invalid sales price?	8
2	Does sale have a missing or invalid sale month?	10
3	Does sale have a missing or invalid O.R. Book or Clerk Instrument Number?	11 or 13
4	Does sale have a missing or invalid page number?	12
5	Are both the instrument number and O.R. Book and Page Number fields filled? <i>(If using a clerk instrument number then the O.R. Book and Page Number fields should be blank and vise versa)</i>	11, 12, 13
6	Does sale have a missing or invalid vacant or improvement code?	6
7	Does sale have a missing or invalid qualification code?	5
8	Are there any sale prices between \$11 and \$99?	8
9	Are there any reported qualified sales with a price of \$100.00 or less?	5 and 8
10	Are there any records where the current roll year is less than the current sale year or sale year is missing ? <i>(Field 9 should be less than Field 4 or is Field 9 empty)</i>	4 and 9
11	Are there any records with a sale year that is less than the current sale year? <i>(Field 9 should be greater than Field 4 minus 2)</i>	4 and 9
12	Are there any records with a missing or invalid sale year?	4
13	Are there any sales with an invalid change code?	7
14	Are there any sales with a change code of 6?	7
15	Does sale have a missing or invalid sale identification code?	14
<b>The Sale Data File is compared to External Sale Data for the following edits. Issues found will be communicated to the county. (Revised 3-31-09)</b>		
16	Are there sale price differences between SDF and External Data Source (EDS)?	
17	Are there any sales within a specific use code that indicated a discounted sale price prior to the application of the 1st & 8th criteria?	
18	Are there any missing 2008 Sales?	
19	Are there any sales where sale date is the same as the recorded date?	
20	Are there any multi-parcel sale transactions where the sale price is being split between the parcels involved in the transaction?	

*Note: Invalid = numeric or alpha data field entry other than SDF specifications*