

**SDF Sales Data File Fields for 2009 Roll Submittal (2/06/09)**

**s. 193.114(2)(n), F.S.**

**Comma Delimited Format Only**

<b>2009 Sales File Data Fields</b>		<b>Description of Data Fields</b>	<b>Specifications</b>
1	File Type	“S” for Sales File	Alpha Field 1 Character
2	County number	Department of Revenue 2 digit county number (11-77)	Numeric Field 2 Characters
3	Parcel number	Unique parcel number of the sale. Must match parcel number as listed on NAL file.	Alphanumeric Field Up to 26 Characters
4	Roll year	4 digit year	Numeric field 4 Characters
5	Sale transfer code	Sale transfer qualification code – 00, 01, 02 or 03.	Numeric Field 2 Characters
6	Vacant or improved code	Use “V” for vacant or “I” for improved property at the time of the sale	Alpha Field 1 Character
7	Sale Property Change Code	Enter a numeric code indicating significant change in property characteristics that occurred between the assessment reporting date and the date of the sale. Otherwise, leave blank. Accepted codes are as follows: 1 = Split; 2 = Combine; 3 = New Construction; 4= Deletion; 5= Disaster; 6= Other - Requires explanation	Numeric Field 1 Character
8	Sale Price	Sale Price	Numeric Field Up to 12 Characters
9	Sale year	Year of Sale	Numeric Field 4 Characters
10	Sale month	2 digit month of sale – “01” for January through “12” for December	Numeric Field 2 Characters
11	O.R. Book	Official Record Book *If Clerk instrument number used, leave field blank	Alphanumeric field Up to 6 Characters
12	O.R. Page	Official Record Page *If Clerk instrument number used, leave field blank	Alphanumeric field Up to 6 Characters
13	Clerk instrument number	Utilize this field when no longer using the O.R. book and page system. Either this field or the O.R. book and page fields would be filled out, not both.	Numeric Field Up to 20 Characters
14	Sale Identification Code	A unique code assigned to each sales transaction itemized. This code be either a unique internally generated code not exceeding 25 alphanumeric characters or a 4 digit code of which the first two digits indicate the year (08 or 09) and the second two digits indicate the transaction number (01, 02, 03, etc.). This identification code is to remain with the sale for all subsequent pertinent submissions. It is preferred that the transaction part of the code reflect the chronological order of processing of the sale.	Alphanumeric Field Up to 25 Characters

**Notes:**

1. Field names or header row are not to be included

2. One sales record per line

3. Field Values are separated by commas