

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: County Assessors and Vendors

FROM: Jeff Volz, Director of Operations *JAV*

SUBJECT: Sales Disclosure Data Submission Policy and Online Application

DATE: February 25, 2009

After hearing from many assessors and staff members about the challenges the State's online sales disclosure application is creating, the Department of Local Government Finance ("Department") is issuing direction to help clear up some of these issues. The goal, as always, is to simplify the property assessment-to-tax billing process, remove duplicative work, and progress toward on-time tax billing.

This memo will outline two steps the Department is taking to address the shortcomings in the State application.

First, the Department is forming a steering committee with representation from local officials and staff members. This committee will survey counties throughout the state and uncover the most problematic aspects of the State application. The findings of this committee will become the top development priorities for the State application, and we will work to address them as quickly and effectively as possible. We intend to make the State application function as simply and efficiently as it can so it will become a useful tool for you and your constituents. The first meeting of this committee will take place during the week of March 2nd.

Secondly, the Department's policy for **sales disclosures for the 2008 year** will be to allow counties to utilize their pre-existing software applications to continue to handle their sales disclosure information. Although the deadline for initial vendor certification for sales disclosure software applications has passed (December 31, 2008), the Department interprets the December 31, 2008 deadline in 50 IAC 23-18-1(c) as applicable to data that is received or entered after that date. Therefore, conveyances that were completed in 2008, regardless of the date they are entered in the application, are considered as belonging to 2008. As a result, the certification requirement of 50 IAC 23-18-1(c) does not apply to 2008 conveyances.

Certification will be required for 2009 sales and beyond, and any vendor who wishes to continue providing sales disclosure software for Indiana counties should contact the Department at their earliest convenience to start the certification process.

For 2009 sales and beyond, the Department is pursuing an alteration to the software certification rule (50 IAC 23-18) that will allow sales disclosure software to be certified and utilized in lieu of, or as a supplement to, the state application, if it meets the following conditions:

1. Is capable of accepting data entered into the state application by uploading a text file, in the standard format;
2. Provides a regular export file (at minimum on a weekly basis) in the standard format that can be uploaded into the state application; and
3. Does not charge the public an additional fee for the privilege of filing a sales disclosure online.

Due to the changes in the sales disclosure form effective July 1, 2008, and since the new form contains data elements that are different from the older form, we are in the process of promulgating a new data standard for sales disclosure data. The detailed specifications, **which are not yet official**, are enclosed with this memorandum. Note that these are the specifications the Department intends to publish via administrative rule as soon as possible. Once approved, this data standard will be in effect for all sales data from July 1, 2008 forward.

The Department will need to merge the pre-July 1, 2008 and post-July 1, 2008 sales into a single file, and that file will need to be under the new data specifications. To accomplish this, the Department asks all counties to submit any 2008 sales not contained in the state online database to Department only (not to LSA), and Department staff will then merge this data with the information contained in the state online database to make the entire year's sales data file. The Department will then submit the fully merged file on the county's behalf to LSA, and will return a copy of the merged file to the county as well. If you have already submitted your sales data from the first half of 2008 to LSA, you do not need to resubmit to the Department.

As the March 1 deadline for 2008 sales data submission is quickly approaching, please let us know if you anticipate any difficulty achieving this milestone, and the Department will do whatever it can to assist you.

We recognize that the state online application still presents some challenges for counties, and we hope these steps will assist. Additionally, new enhancements that should dramatically improve the quality of the application are expected to be released in the coming days. The Department will notify you as soon as those enhancements are released.

If you have any questions, please contact me at 317-232-3759 or jvolz@dlgf.in.gov.

General Comments:

1. The Sales Disclosure data files must have a header and trailer record.
2. All fields must be fixed-length.
3. All alphanumeric fields must be left-justified.
4. All numeric fields must have leading zeroes.
5. Assume no decimal precision for all numeric fields without format clarification.
6. All decimal precision should be implied. For example, for a format specified as "Format 3.2", to send "123.45" enter "12345".
7. Yes/No fields must have either a "Y" or an "N".
8. All Date fields (type D) must be in MM/DD/YYYY format.
9. All fields which reference a Code List must contain a valid value from the lists provided in 50 IAC 23, Computer Standards.
10. Place a negative sign "-" at the far left of the field for all negative numbers.
11. Note all format requests specified at the field level.
12. Parcel Number fields must not include any dots "." or dashes "-".
13. When capturing data other than values specified in the code lists, please send the most appropriate item included in the code list.

Submission Instructions:

1. The data submission must contain data for the entire county.
2. The data submission must contain all data for the entire year.
3. Data must be submitted on CD-ROM or by e-mail.

4. Send CD-ROM to:

Legislative Services Agency
Office of Fiscal and Management Analysis
200 W. Washington St., Suite 301
Indianapolis, IN 46204
Attention: Diane Powers

or e-mail to dpowers@iga.in.gov

5. The State will validate that your data submission meets the defined file structure format. In the event that your data submission does not meet the required standards, you will be notified of noncompliance issues and asked to resubmit your data.

HEADER RECORD

Column	Start	End	Length	Type	Comments/Format
Filename	1	10	10	A	Name of data file (SALEDISC, SALEPARCEL, SALECONTAC)
County Number	11	12	2	A	State Designated County ID. Apply leading zero as necessary.
County Description	13	32	20	A	State Designated County Name.
File Format ID	33	37	5	A	Constant Value of 2010A
County Contact Name	38	77	40	A	Full name of the individual at the county who can answer questions specific to this data extract (e.g., Robert Smith)
County Contact Phone	78	95	18	A	Complete telephone number of individual at the county who can answer questions specific to this data extract -- format required is ###-###-#### (#####) (e.g., 260-555-1212 (12345))
File Create Date	96	105	10	D	Date the file was created.
File Create Time	106	109	4	A	Time the file was created. Format is 24-hour, no colon (e.g. 1400).
Assessment Year	110	113	4	A	The assessment year specific to the data submission - format required is YYYY (e.g. 2010)
Pay Year	114	117	4	A	The tax payment year specific to the data submission - format required is YYYY (e.g. 2011)
Software Vendor Company	118	177	60	A	Full name of the vendor company preparing this data extract.
Software Package Name and Version	178	237	60	A	Complete name of the software package along with the version of the software used to build this data extract (e.g. ABC Assessor System Version 1.5)
Software Vendor Contact Name	238	287	50	A	Full name of the individual at the vendor company who can answer questions specific to this data extract (e.g. Robert Smith)
Software Vendor Phone Number	288	305	18	A	Complete telephone number of the individual at the vendor's company who can answer questions specific to this data extract. Format is ###-###-#### (#####) (e.g. 260-555-1212 (12345)).
Software Vendor Contact E-mail	306	353	48	A	E-mail address of the individual at the vendor's company who can answer questions specific to this data extract (e.g. Help@ABCVendor.com)
Location Cost Multiplier	354	357	4	A	Format x.xx Decimal is not implied (e.g. 1.01)
Transmission Description	358	457	100	A	Description of transmission (optional).

FILENAME: SALEDISC

Column	Start	End	Length	Type	Comments/Format
SDF_ID	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-0000001"). Foreign key to SALECONTACT and SALEPARCEL files.
County_ID	17	18	2	A	State county ID number. Left pad with zero as necessary,
County_Name	19	43	25	A	State designated county name
B1_Valuable_Consider	44	44	1	A	Buyer is purchasing the property for valuable consideration (Y/N)
B2_Buyer_Adjacent	45	45	1	A	Buyer is an adjacent property owner (Y/N)
B3_Vacant_Land	46	46	1	A	Vacant land (Y/N)
B4_Trade	47	47	1	A	Exchange for other real property ("Trade") (Y/N)
B4_Trade_Assessor	48	48	1	A	Exchange for other real property ("Trade") as corrected by county assessor (Y/N)
B5_Seller_Points	49	49	1	A	Seller paid points (Y/N)
B6_Primary_Change	50	50	1	A	Change planned in the primary use of the property (Y/N)
B7_Relationship	51	51	1	A	Existence of family or business relationship between buyer and seller (Y/N)
B8_Land_Contract	52	52	1	A	Land contract (Y/N)
B8_Land_Contract_Term	53	56	4	N	Contract term (in years). Only populate if B8_Land_Contract = Y.
B8_Land_Contract_Date	57	66	10	D	Contract date. Only populate if B8_Land_Contract = Y.
B9_PersProp	67	67	1	A	Personal property included in transfer (Y/N)
B10_Physical_Change	68	68	1	A	Physical changes to property between March 1 and date of sale (Y/N)
B11_Partial_Interest	69	69	1	A	Partial interest (Y/N)
B12_Court_Order	70	70	1	A	Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate (Y/N)
B13_Partition	71	71	1	A	Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety (Y/N)
B14_Charity	72	72	1	A	Transfer to a charity, not-for-profit organization, or government (Y/N)
B15_Easement	73	73	1	A	Easements or right-of-way grants (Y/N)
C1_Conveyance_Date	74	83	10	D	Conveyance date
C2_Num_Parcels	84	87	4	N	Total number of parcels
C3_Special_Comment	88	342	255	A	Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing
C4_Relationship	343	343	1	A	Family or business relationship existing between buyer and seller (Y/N)
C4_Discount	344	357	14	N	Amount of discount. Format 12.2
C5_Value_PersProp	358	371	14	N	Estimated value of personal property. Format 12.2
C6_Sales_Price	372	385	14	N	Sales price. Format 12.2
C7_Seller_Financed	386	386	1	A	Is the seller financing sale? (Y/N)
C8_Buyer_Loan	387	387	1	A	Is buyer/borrower personally liable for loan (Y/N). Only populate if C7_Seller_Financed = Y.
C9_Mortgage_Loan	388	388	1	A	Is this a mortgage loan (Y/N) Only populate if C7_Seller_Financed = Y.
C10_Amount_Loan	389	402	14	N	Amount of loan. Format 12.2 Only populate if C7_Seller_Financed = Y.
C11_Interest_Rate	403	408	6	N	Interest rate as a percent. Format 2.4 Only populate if C7_Seller_Financed = Y.
C12_Points	409	422	14	N	Amount in points, principal amount deducted. Format 12.2 Only populate if C7_Seller_Financed = Y.
C13_Amortization_Period	423	425	3	N	Amortization period preferred in years. Format 3.0 Only populate if C7_Seller_Financed = Y.
F1_Primary_Residence	426	426	1	A	Will this property be the buyer's primary residence? If no, provide complete address of primary residence, including county (Y/N)
F1_CountyNumber	427	428	2	A	State designated county ID for county of primary residence. Left pad with zero as necessary.

F1_Street1	429	488	60	A	Primary residence street address 1
F1_City	489	518	30	A	Primary residence address city
F1_State	519	520	2	A	Primary residence address state
F1_PostalCode	521	530	10	A	Primary residence address zip code
F1_County	531	555	25	A	Primary residence address county
F2_Vacated_Homestead	556	556	1	A	Does the buyer have a homestead to be vacated for this residence? If yes, provide complete address of residence vacating, including county (Y/N)
F2_CountyNumber	557	558	2	A	State designated county ID for county of vacated residence. Left pad with zero as necessary.
F2_Street1	559	618	60	A	Vacated street address 1
F2_City	619	648	30	A	Vacated address city
F2_State	649	650	2	A	Vacated address state
F2_PostalCode	651	660	10	A	Vacated address zip code
F2_County	661	685	25	A	Vacated address county name
F3_Homestead	686	686	1	A	Application for homestead deduction (Y/N)
F4_Solar	687	687	1	A	Application for solar energy heating/cooling system deduction (Y/N)
F5_Wind	688	688	1	A	Application for wind power device deduction (Y/N)
F6_Hydroelectric	689	689	1	A	Application for hydroelectric device deduction (Y/N)
F7_Geothermal	690	690	1	A	Application for geothermal heating/cooling device deduction (Y/N)
F8_Res_Rental	691	691	1	A	Is this property a residential rental property? (Y/N)
P2_10_Physical_Changes	692	1191	500	A	Identify physical changes to property between March 1 and date of sale
P2_11_Form_Complete	1192	1192	1	A	Is form completed (Y/N)
P2_12_Fee_Required	1193	1193	1	A	Sales fee required (Y/N)
P2_13_Date_Sale	1194	1203	10	D	Date of sale
P2_14_Date_Received	1204	1213	10	D	Date form received
P2_15_Special_Circum	1214	1713	500	A	If applicable, identify any additional special circumstances relating to validation of sale
P2_16_Valid_Trending	1714	1714	1	A	Sale valid for trending (Y/N)
P2_17_Validation_Complete	1715	1715	1	A	Validation of sale complete (Y/N)
P2_18_Validated_By	1716	1740	25	A	Validated by
P2_Assessor_Stamp	1741	1741	1	A	Verification of county assessor stamp is placed on form (Y/N)
P3_1_Disclosure_Fee	1742	1745	4	N	Disclosure fee amount collected. Format 2.2
P3_2_Local_Fee	1746	1749	4	N	Other Local Fee. Format 2.2
P3_3_Total_Fee	1750	1753	4	N	Total Fee Collected. Format 2.2
P3_4_Receipt_Num	1754	1778	25	A	Auditor receipt book number
P3_5_Transfer_Date	1779	1788	10	D	Date of transfer
P3_6_Form_Complete	1789	1789	1	A	Is form completed (Y/N)
P3_7_Fee_Collected	1790	1790	1	A	Is fee collected (Y/N)
P3_8_Attach_Complete	1791	1791	1	A	Attachments complete (Y/N)
P3_Auditor_Stamp	1792	1792	1	A	Verification of county auditor stamp is placed on form (Y/N)

FILENAME: SALECONTAC

Column	Start	End	Length	Type	Comments/Format
SDF_ID	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-0000001"). Foreign Key to SALEDISC file.
Contact_Instance_No	17	19	3	N	Iterative instance of contact
Contact_Type	20	20	1	A	Type of contact. Refer to Code List 71.
FirstName	21	50	30	A	First name
MiddleName	51	65	15	A	Middle name
LastName	66	95	30	A	Last name
Suffix	96	105	10	A	Suffix
Title	106	145	40	A	Contact title
Company	146	205	60	A	Company
Street1	206	265	60	A	Street address 1
Street2	266	325	60	A	Street address 2
City	326	355	30	A	Address city
State	356	357	2	A	Address state
PostalCode	358	367	10	A	Address zip code
Phone	368	387	20	A	Phone number
Extension	388	397	10	A	Phone extension
EmailAddress	398	469	72	A	Email address
Sign_Verified	470	470	1	A	Signature verified as present on form by the assessor (Y/N)

FILENAME: SALEPARCEL

Column	Start	End	Length	Type	Comments/Format
SDF_ID	1	16	16	A	Unique number for all SDF files logged into the system. Format = "C" + County Number + Sales Year + Unique SDF record ID (e.g., "C02-2008-0000001"). Foreign Key to SALEDISC file.
Parcel_Instance_No	17	19	3	N	Iterative instance of parcel
A1_Parcel_Number	20	37	18	A	State designated 18 digit parcel ID (no dots and dashes)
A1_Subdiv_Name	38	87	50	A	Subdivision name
A1_Subdiv_Lot_Num	88	92	5	A	Subdivision lot number
A2_Split	93	93	1	A	Parcel is a split (Y/N)
A3_Land	94	94	1	A	Parcel is land only (Y/N)
A4_Improvement	95	95	1	A	Parcel has atleast one improvement (Y/N)
A5_Street1	96	155	60	A	Property street address 1
A5_City	156	185	30	A	Property address city
A5_State	186	187	2	A	Property address state
A5_PostalCode	188	197	10	A	Property address zip code
A6_Street1	198	257	60	A	Mailing street address 1
A6_City	258	287	30	A	Mailing address city
A6_State	288	289	2	A	Mailing address state
A6_PostalCode	290	299	10	A	Mailing address zip code
A7_Legal_Description	300	799	500	A	Legal description of parcel
P2_1_Parcel_Num_Verified	800	817	18	A	Verified state designated 18 digit parcel ID (no dots and dashes) by assessor
P2_2_AV_Land	818	829	12	N	Assessed value of the land for this parcel. Format 12.0
P2_3_AV_Improvement	830	841	12	N	Assessed value of the improvements for this parcel. Format 12.0
P2_4_AV_PersProp	842	853	12	N	Assessed value of personal property for this parcel. Format 12.0
P2_5_Total_AV	854	865	12	N	Total assessed value of land + improvements +personal property for this parcel. Format 12.0
P2_6_Prop_Class_Code	866	868	3	A	Property class code for this parcel as defined in code list 1
P2_7_Neighborhood_Code	869	878	10	A	Neighborhood code for this parcel
P2_8_Tax_District	879	881	3	A	State assigned tax district for this parcel. Left pad with zeroes as necessary.
P2_9_Acreage	882	893	12	N	Acreage for this parcel. Format 8.4
F3_Homestead_Verified	894	894	1	A	Auditor verified homestead deduction (Y/N)
F4_Solar_Verified	895	895	1	A	Auditor verified solar energy heating/cooling system deduction (Y/N)
F5_Wind_Verified	896	896	1	A	Auditor verified wind power device deduction (Y/N)
F6_Hydroelectric_Verified	897	897	1	A	Auditor verified hydroelectric device deduction (Y/N)
F7_Geothermal_Verified	898	898	1	A	Auditor verified geothermal heating/cooling device deduction (Y/N)
F8_Res_Rental_Verified	899	899	1	A	Auditor verified residential rental property (Y/N)

TRAILER RECORD

Column	Start	End	Length	Type	Comments/Format
Record ID	1	10	10	A	Constant Value of TRAILER
Total Record Count	11	30	20	N	Total number of records in file, excluding header and trailer record.

Code List 71 - Sales Disclosure Contact Person Codes

Code	Value
B	Buyer
P	Preparer
S	Seller