

---

# STATE OF INDIANA

---

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058(B)  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

**TO: County Officials and Software Vendors**

**FROM: Josh Jacoboski, Information Systems Division Director**

**SUBJECT: Property Data Submission File Formats and Duplicate Primary Key Checks**

**DATE: July 1, 2025**

The Department of Local Government Finance (“Department”) is issuing this memorandum to inform all county officials and software vendors of additional checks the Department will be performing on all data file submissions beginning with the Real and Personal Property files due by August 31, 2025.

According to 50 IAC 26, the following file formats should be adhered to when submitting the corresponding data files to the Department:

- All Real Property files (PARCEL, LAND, IMPROVE, DWELLING, BUILDING, BLDDCTL, and APPEAL) should have a file format ID of 2021A and follow that structure.
- All Personal Property files (PERSPROP, POOLDATA, and APPEALPP) should have a file format ID of 2017A and follow that structure.
- All Oil & Gas Property files (OILGAS and OILGASALL) should have a file format ID of 2021A and follow that structure.
- All Mobile Home Property files (MOBILE and APPEALMH) should have a file format ID of 2017A and follow that structure.
- All Real and Personal Tax Data files (TAXDATA and ADJMENTS) should have a file format ID of 2017A and follow that structure.

According to 50 IAC 26, each record contained in the corresponding data file must have its own unique primary key. This primary key serves as a unique identifier for each record in the file. The Data Division will also be performing an immediate review for duplicate primary keys upon receipt of all data files. The primary key combinations for each record in the corresponding file are as follows:

## **Real Property Files**

- PARCEL file
  - Parcel Number (fields 1-25)
- LAND file
  - Parcel Number (fields 1-25)
  - Land Instance Number (fields 26-28)
  - Land/Lot Type Code (fields 29-30)
- IMPROVE file
  - Parcel Number (fields 1-25)
  - Improvement Instance Number (fields 26-28)
- DWELLING file
  - Parcel Number (fields 1-25)
  - Improvement Instance Number (fields 26-28)
  - Dwelling Instance Number (fields 29-31)
- BUILDING file
  - Parcel Number (fields 1-25)
  - Improvement Instance Number (fields 26-28)
  - Building Instance Number (fields 29-31)
- BLDDCTL file
  - Parcel Number (fields 1-25)
  - Improvement Instance Number (fields 26-28)
  - Building Instance Number (fields 29-31)
  - Building Detail Instance Number (fields 32-34)
- APPEAL file
  - Parcel Number (fields 1-25)
  - Appeal Instance Number (fields 26-28)

## **Personal Property Files**

- PERSPROP file
  - Property Number (fields 1-25)
- POOLDATA file
  - Property Number (fields 1-25)
  - Pool Data Instance Number (fields 26-28)
- APPEALPP file
  - Property Number (fields 1-25)
  - Appeal for Personal Property Instance Number (fields 26-28)

## **Oil & Gas Property Files**

- OILGAS file
  - Oil and Gas Number (fields 1-25)
- OILGASALL file
  - Oil and Gas Number (fields 1-25)
  - Property Number (fields 26-50)

### **Mobile Home Property Files**

- MOBILE file
  - Property Number (fields 1-25)
- APPEALMH file
  - Property Number (fields 1-25)
  - Mobile Home Appeal Instance Number (fields 26-28)

### **Real and Personal Tax Data Files**

- TAXDATA file
  - Parcel Number or Property Number (fields 1-25)
- ADJMENTS file
  - Parcel Number or Property Number (fields 1-25)
  - Adjustment Instance Number (fields 26-28)

Any submission of data files that do not follow the specified file formats or that contain duplicate records with the same primary key will not be considered valid. In that circumstance, the Data Division will reach out to the county to send a notification on the invalid submission and outline the corrective action needed.

If you have any questions regarding this information, please contact the Department's support team at (317) 234-4480 or [support@dlgf.in.gov](mailto:support@dlgf.in.gov).