

Date: September 15, 2011  
Subject: Modifications to Equalization Study Data Output

Number: 11-22

**Dear County Assessor:**

The Ad Valorem Division is requiring that the following data output modifications be made for the 2012 Equalization Study. This will allow the Division to standardize the Tax Commission Equalization Study data output in each of the 77 counties for the 2012 audit year, while addressing other specific audit-related data requirements. These changes must be completed and ready for testing by no later than December 15, 2011. Compliance issues may arise for 2012 if these modifications are not made in a timely manner.

***PLEASE NOTIFY YOUR CAMA SOFTWARE VENDOR IMMEDIATELY TO AUTHORIZE THIS WORK SO THAT THE REQUIRED MODIFICATIONS ARE IN PLACE FOR THE 2012 AUDIT YEAR.***

**Fixed Length ASCII FILE FORMAT (NO HEADER LINE, JUST DATA):**

<b>Field</b>	<b>Length</b>	<b>Type</b>	<b>Notes</b>
Parcel ID number	30	String	
Cadastral/Geo number	30	String	
Land/Property Use	2	String	(acceptable values: "EX" for exempt, "RA" for rural ag, "RC" for rural commercial, "RS" for rural residential, "UA" for urban ag, "UC" for urban commercial, or "UR" for urban residential)
Grantor/Current Owner	60	String	
Grantee/Seller	60	String	
Legal Description	252	String	
Sale Instrument/Document	8	String	
Instrument Filing Book	8	String	
Instrument Filing Page	8	String	
Address Line 1	32	String	
Address Line 2	32	String	
Address Line 3	32	String	
City	30	String	
State	2	String	
Zip Code (Zip +4)	10	String	
Sale Date	5	String	(sequential number - "1900 system date" value)
Document Filing Stamps	10	Numeric	(2 decimal point)
Actual Sales Price	10	Numeric	(whole number - not decimal)
Adjusted Sales Price	10	Numeric	(whole number - not decimal)
Vacant/Improved	1	String	(acceptable values: "V" for vacant or "I" for improved)
Number of Lots or Acres	10	Numeric	(2 decimal point)
Type of Land (lots or acres)	1	String	(acceptable values: "A" for Acres or "L" for Lots)

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Prev Year Land Market Value	10	Numeric	(previous year "uncapped" market value)
Prev Year Improved Market Value	10	Numeric	(previous year "uncapped" market value)
Prev Year MH Market Value	10	Numeric	(previous year "uncapped" market value)
Prev Year Total Market Value	10	Numeric	(previous year "uncapped" market value)
Prev Year Land Capped Value	10	Numeric	(previous year "capped" market value)
Prev Year Improved capped Value	10	Numeric	(previous year "capped" market value)
Prev Year MH Capped Value	10	Numeric	(previous year "capped" market value)
Prev Year Total Capped Value	10	Numeric	(previous year "capped" market value)
Prev Year Land Ass'd Value	10	Numeric	(whole number - not decimal)
Prev Year Improved Ass'd Value	10	Numeric	(whole number - not decimal)
Prev Year MH Ass'd Value	10	Numeric	(whole number - not decimal)
Prev Year Total Ass'd Value	10	Numeric	(whole number - not decimal)
Current Land Market Value	10	Numeric	(current year "uncapped" market value)
Current Improved Market Value	10	Numeric	(current year "uncapped" market value)
Current MH Market Value	10	Numeric	(current year "uncapped" market value)
Current Total Market Value	10	Numeric	(current year "uncapped" market value)
Current Land Capped Value	10	Numeric	(current year "capped" market value)
Current Improved Capped Value	10	Numeric	(current year "capped" market value)
Current MH Capped Value	10	Numeric	(current year "capped" market value)
Current Total Capped Value	10	Numeric	(current year "capped" market value)
Current Land Ass'd Value	10	Numeric	(whole number - not decimal)
Current Improved Ass'd Value	10	Numeric	(whole number - not decimal)
Current MH Ass'd Value	10	Numeric	(whole number - not decimal)
Current Total Ass'd Value	10	Numeric	(whole number - not decimal)
Sale Letter Confirmation Status	10	String	
Sale Qualification	10	String	

This new format must be in place prior to our 2012 audit visit to your county to obtain the data requested, and we greatly appreciate efforts by your staff and your software vendor to implement the steps necessary to provide this information to us. If you do not have or maintain certain fields such as a breakout for mobile homes as an example, we would request that you include a corresponding length blank to match the overall fixed length file layout.

For any questions, or to coordinate with our office for testing and implementation of this request, please contact Troy Frazier at 405-319-8200.

Sincerely,

OKLAHOMA TAX COMMISSION

Jeff Spelman, CAE, Director  
Ad Valorem Division

JS:jb

CC: Colorado CustomWare  
Landmark  
Lee Mayhew  
TerraScan