

**Purchase Request of
Santa Clara County Assessor Information**



**Data Files
Effective 7/1/2016**

Please type or print the following information for each order.

Name	Doing Business As	Telephone	Date / /
Mailing Address	City	State	Zip
E-mail Address			

Descriptions of items are shown on the back of this form. A file layout will accompany the media and certain fields may be blank. All data is ASCII format only and Maps are in PDF format.

Select Media Option Small File E-Mail Large File CDR

ORDER DETAIL

Data Files Descriptions	Lien Date or Year	Item ID	Unit Cost	Order Qty	Dollar Extension
Secured Master File w/ Use Codes *		MF901	\$ 2485.00		
Secured Master File w/o Use Codes		MF901B	\$ 495.00		
Property Situs (PLD)File *		SF902	\$ 2,265.00		
Property Characteristics File incl *		PC851	\$ 47,195.00		
Legal Description File		LD852	\$ 1,855.00		
Key Changes Year to Date		KC101	\$ 300.00		
Annual Key Change File YR=		CK102	\$ 300.00		
Subdivision Tract		ST103	\$ 2,025.00		
Record of Survey File		RS104	\$ 2,025.00		
Assessor's Parcel Maps on CD – entire County		PM101	\$ 3,720.00		
Assessor's Parcel Maps on CD – yearly updates		PM101U	\$ 370.00		
Unsecured Master File		FB01	\$ 820.00		
Appeal Master File		AP100	\$ 295.00		
Condensed Sales File		CS100	\$ 585.00		
*These files are included when the property characteristics file is purchased.				Total Order	

Payment submitted via Cash _____ Check _____ Check Number _____

All Data and Files are intended for the use of the purchaser within the ordinary course of purchaser's business and may not, in the form received by purchaser from the assessor, be resold, placed on the internet, or otherwise provided to private parties.

I have reviewed this form and understand that there are restrictions on its intended use. I also understand that the Assessor cannot be held liable for accuracy of the data provided as a result of this request.

Authorized Buyer's Signature _____ Date _____

**Make all checks payable to: SANTA CLARA COUNTY ASSESSOR.
Payment must accompany order. There will be a \$50.00 service charge for all returned checks.**

Included shipment will be least cost method unless requester provides prepaid UPS/FedEx charge information/forms

Send the Signed Order Form to: Information Systems Attn: Tess Manesis tess.manesis@asr.sccgov.org
 Santa Clara County Office of the Assessor
 Tel (408) 299-6466 70 W Hedding Street 5th Floor East Wing
 FAX (408) 298-9446 San Jose, CA 95110

Prices are subject to change each year without notice. Please call for latest order form.

The following contains a brief description of listed files available for purchase.

All files are Annual, except Key Changes Year to Date file. Annual files for data as of lien date (Jan. 1) are available mid July.

- ❖ The Secured Assessment Roll (AMF) files are sorted by the Assessor Parcel Number (APN) and contains data for property owner(s) name, values for land, improvements, personal property and fixtures, exemptions, Tax Rate Area, billing name and associated document numbers. All data is as of the Annual Roll released July 1 for the January 1 lien date. The file has approximately 458,000 records of 400 bytes in length (183 MB).

Note: The Secured Assessment Roll is available with or without Use Code as noted with a difference in cost. Use Code is not normally part of the public roll.

- ❖ The Property Situs or Location File (PLI) lists all parcels and all addresses cross-indexed. Fields are parcel, street, suffix, number, post office, TRA, zip code, and pub flag. The file has approximately 472,000 records of 104 bytes in length (49 MB).
- ❖ The Property Characteristic files show data elements associated with each parcel. Included are items such as year built, square footage, bedrooms, location and TRA. The Characteristic files are segregated into 4 separate files with a different record count and layout. The four Characteristic files, the Secured Master File w/ Use Codes and Property Situs file will be copied to a single CD and are purchased at the same time along with the main files noted. The files are ANNUAL only as of Lien Date.
The Single Family file is approximately 379,000 records of 230 bytes in length (87 MB); the Multi Family file is approximately 21,000 records of 180 bytes in length (4 MB); the Commercial/Industrial file is approximately 23,000 records of 230 bytes in length (5 MB); the Agricultural file is approximately 14,000 records of 45 bytes in length (1 MB); the Secured Master File is approximately 458,000 records of 400 bytes in length (183 MB); the Property Situs File is approximately 472,000 records of 104 bytes in length (49 MB).
- ❖ Legal Description file has the Assessor's Parcel Number with tract, unit, lot and block from the Recorded Map. The file has approximately 375,000 records of 36 bytes in length (14 MB).
- ❖ Key Change YTD file is the linkages of old parcel numbers that were present on the last published Roll, to newly created parcel number. The file increases during the work period and at the end will contain about 8000 records of 48 bytes in length.
- ❖ An Annual Key Change file is produced at the end of each Roll. They contain changes made in the 12-month period ending June 30 of each year. The file lists parcel number changes as in the YTD file above. Customer must specify the year of file completion (June 30, CCYY). If no year is specified, the last available annual file will be provided.
- ❖ The Subdivision Tract file is the index file sorted by subdivision name. It only contains listings for which a subdivision name or number is present. The file has approximately 20,000 records of 80 bytes in length.
- ❖ The Record of Survey file is the index file linking Assessors book and page to Recorders book and page. It only contains linkages where the record of survey map number is present. The file has approximately 25,000 records of 16 bytes in length.
- ❖ Assessor's Parcel Maps on CD, in PDF format, contains approximately 11,000 (11" x 17") Assessor's Maps, reflecting the assessment roll for Santa Clara County as of January 1, organized by Assessor's Book and Page number. Allows viewing and printing only. Available starting with year 2004 and is available in July.
- ❖ Unsecured Master File lists data for all unsecured accounts. Contains the following fields: account number, assessment number, business class code, audit year, parcel number, business address, TRA, assessee, mailing address, roll values, prior year roll values, and DBA. The file has approximately 146,800 records with a file size of 82 MB.
- ❖ Appeal Master File lists data for Applications for Changed Assessment. This file contains the following fields: appeal number, appeal type, applicant name, agent name, roll year, parcel number, account number, hearing date, applicant's opinion of value, verified roll values, board decision, appeal status, property type, use code, and filing date. The file has approximately 4,000 to 8,000 records per year with a file size of approximately 1.5 MB per roll year.
- ❖ Condensed Sales File provides a 2-year history of property transfers in Santa Clara County. Contains the following fields: property address, parcel number, use code, document number, recording date, transfer date, indicated price, prior assessee, and assessee. The file has approximately 130,000 records with a file size of approximately 45 MB.