

Parcel Listing Request Information

If you wish to purchase parcel data, please review this information sheet before completing the Parcel Listing Request Form. Your request will be reviewed and forwarded to the Assessor's Office for processing. Please note, the Assessor's Office cannot process requests until after **July 1**. The listings will be processed electronically and returned to you via email or a download link in the format you requested.

Since the Assessor's master file is periodically updated with new parcels and tax rate area changes, the timeliness of the information you receive may be affected by when you request your data.

The **cost** of the data depends on the information needed to administer the levy

Mailing List with Situs:

- Includes: Parcel Number, Use Code, Assessee Name, Mailing Address & Situs Address
- See Request Sheet for current cost information

Property Characteristics List:

- Includes: Parcel Number, Use Code, Assessee Name, Mailing Address, Situs Address, Property Characteristics, & Roll Values
- See Request Sheet for current cost information

Parcel Types Requested:

- By default, reports will include all taxable parcels within the district boundaries
- Additional parcel types may also be included upon request:
 - **Non-Taxable** parcels are owned by entities such as public schools and governmental agencies that are exempt from ad valorem taxes
 - **Low Value** parcels are taxable parcels with an assessed value of \$1 - \$3,000 which receive an exemption from ad valorem taxes
 - **Zero Value** parcels are common areas and private roads which are taxable parcels that do not have an assessed value amount on the assessment roll and are therefore exempt from ad valorem taxes (Common areas are use code 008x, Private roads are use code 085x).

Additional items to consider when reviewing parcel data:

Manufactured Home Park Spaces

Manufactured home park spaces are not included as individual parcels in the data supplied by the Assessor. If a direct charge or special assessment is applicable to park spaces, an alternative approach might be a cumulative levy enrolled for manufactured home park parcel.

Assessor Land Use Codes

Land use codes maintained by the Assessor are for Assessor valuation only. However, the Assessor will review any discrepancy brought to their attention, and change the use code if appropriate.

Direct Charge Exemptions

The administration of any exemption procedure is the responsibility of the levying agency. The Assessor's office is not able to provide data regarding the age of property owners, contiguous parcels owned by the same assessee, telephone numbers, etc.