

# OFFICE OF PLACER COUNTY ASSESSOR

Kristen Spears, Assessor

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REQUESTOR INFOR	RMATION	REQUEST FOR DATA	Request #:
Name/Contact		_	Date Ordered
Company/Agency Address			Date Sent
, ridar ess			Wait for Roll Over
Phone		Email	
PART I: FC  ASCII (comma se  MS Excel  MS Access	parated)  PART I  CD  E-Ma	FTP Address	
I'll pick up output at the <b>Auburn</b> Assessor's Office  I'll pick up output at the <b>Tahoe</b> Assessor's Office  Two-Year Trans		PART IV: FULL COUNTY Assessment Master Two-Year Transfer History Physical Characteristics	
PART V: SELECTION SPECIFICATIONS  Tax Code(s)  TRA ranges (or attach list)  APN/Book Page ranges (or attach list)			
Structure v Structure v Include Timeshar	Flag for Improved alue > \$2500 alue > \$5000 (default) alue > \$10,000	Name/Address (includes of	• .
COMPUTING CHARGES (for Assessor's use only)  Base Charge			
Assessment (APN) Count Times .0050/APN		Times .0050/APN for file	
Whole File Downloads (see attached schedule)			
Total (due before reports or files may be released)			

Instructions for completing this form are located on the next page.

For Placer County Assessor Fee Schedule please click on link: Fee Schedule

# INSTRUCTIONS FOR REQUEST FOR DATA

# PART I:

**FORMAT -** Select your required data format:

**ASCII** (Comma Separtated Values) - The first record of each file contains the field headings. This format is commonly accepted by most Windows software. It is also easily read by Macintosh and Unix systems.

MS Excel - Microsoft Excel Spreadsheet.

MS Access - Microsoft Access Database

#### PART II:

**MEDIA -** Select preferred media choice for your data:

CD - Compact Disk.

E-Mail - Microsoft Outlook E-mail.

FTP - File Transfer Protocol. Provide FTP address as well as account/user name if required.

#### PART III:

**RETURN SHIPPING INSTRUCTIONS -** Select shipping method for delivery of your data:

# **PART IV:**

FULL COUNTY FILES - CERTIFIED ELECTRONIC FILES - Select required data:

**ASSESSMENT MASTER** - Placer County Assessment Roll

TWO-YEAR TRANSFER HISTORY - Placer County Quarterly Listing of Two Year Transfer History

PHYSICAL CHARACTERISTICS - Placer County Current Property Characteristics

# PART V:

**SELECTION SPECIFICATIONS -** Select required data:

Selection can be done based on Assessor's map book page(s) (first three digits of APN), Assessment District (tax code), or Group Code (sometimes helpful in identifying an area). If providing full APN numbers they must be in an Excel spreadsheet and must be 12 digits with no dashes.

# PART VI:

**OPTIONS - Narrow your selection criteria:** 

**Taxable Only** - Check this box if you only need taxable property. If you want both taxable and non-taxable (**Example of non-taxable property**: government owned property) leave box unchecked.

**Improved Only** - Check this box and select the current structure value to be greater than: \$2,500, \$5,000, or \$10,000 if you only need properties that have a structure on them.

Include Timeshares - Check this box if your request is for the Tahoe area and you need timeshare properties.

Include Manufactured Homes and IREO's - Check this box if you need manufactured homes and IREO properties.

# PART VII:

**FIELDS -** Select required fields for your data:

General - This includes APN, TRA, Taxability Code, Use Code, and Acres.

Name/Address - This includes current owner's name and mailing address.

Situs - This includes the site address and community of the property. No zip codes are included with this selection.

Certified Roll Values - These are the Certified Assessment Roll Values (available after July 1)

Other - Check this box if you need other fields. (If we are able to accommodate your request for other fields, additional charges may apply.)

**PAYMENT:** County statute requires receipt of payment prior to our release of the data. Currently, we only accept cash or check for payment. The time frame for completion of a request is two weeks from the date of receipt of payment.

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