

## Parcel Listing Request Information

If you wish to purchase parcel data, please review this information sheet before completing the Parcel Listing Request Form on the next page. 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 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.

NOTE: If your District or Zone was not formed through the State Board of Equalization, the Assessor **cannot** provide parcel listings for you.

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
- 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
  - **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 (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.