

SDF Data Fields for 2018 Roll Submittal (R. 1/2/18)
Section 193.114(2)(n), F.S.
Comma Delimited Format Only

Data Field		Differences from 2017 Data Field Layout	Data Field Descriptions	Specifications
1	File type		“S” for sales file	Alpha Field 1 Character
2	County number		Department of Revenue two-digit county number (11-77)	Numeric Field 2 Characters
3	Parcel identification code		Parcel ID associated with the sales transaction; must match parcel ID on NAL file	Alphanumeric Field Up to 26 Characters
4	Assessment year		Four-digit year	Numeric Field 4 Characters
5	Sale transfer code		Sale transfer qualification code – Real Property Transfer Qualification Codes for use beginning January 1, 2017 (R. 11-14-2016) Codes include 01-06, 11-14, 16-21, 30-43, and 98-99.	Numeric Field 2 Characters
6	Vacant or improved code		Use “V” for vacant property or “I” for improved property to describe what the sale price includes, not what the property is at the time of sale. For example, if the sale price is for land and improvements, but the improvements are not built yet (i.e., pre-construction sale), use an “I” code to indicate an improved sale.	Alpha Field 1 Character
7	Sale property change code		Enter a numeric code indicating significant change in property characteristics that occurred between the assessment reporting date and the sale date. Otherwise, leave this field blank. Accepted codes: 1 = Split; 2 = Combine; 3 = New Construction; 4= Deletion; 5= Disaster; 6= Other - Requires explanation; 7= Remodel and Renovation	Numeric Field 1 Character
8	Sale price		Sale price	Numeric Field Up to 12 Characters
9	Sale year		Year of sale	Numeric Field 4 Characters
10	Sale month		Two-digit month of sale – 01 for January through 12 for December	Numeric Field 2 Characters

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11	O.R. book		Official Record Book *If the property appraiser uses the clerk instrument number, leave this field blank.	Alphanumeric Field Up to 6 Characters
12	O.R. page		Official Record Page *If the property appraiser uses the clerk instrument number, leave this field blank.	Alphanumeric Field Up to 6 Characters
13	Clerk instrument number		Official Clerk Instrument Number *If the property appraiser uses the O.R. book and O.R. page number, leave this field blank.	Numeric Field Up to 20 Characters
14	Sale identification code		A unique code assigned to each itemized sales transaction. This code should be either a unique, internally generated code not exceeding 25 alphanumeric characters or a four-digit code of which the first two digits indicate the year (17 or 18) and the second two digits indicate the transaction number (01, 02, 03, etc.). This identification code remains with the sale for all subsequent pertinent submissions. Preferably, the transaction part of the code reflects the chronological order of processing of the sale.	Alphanumeric Field Up to 25 Characters