

# **Property Tax Oversight Job Aid**

## **Navigating the PTO Data Library**

September 2024



## Navigating the PTO Data Library Job Aid

This job aid provides instructions for navigating and downloading files from the PTO data library.

### 1. Accessing and Navigating the PTO Data Library

- 1.1 Access the [Download Assessment Roll and GIS Data](#) page. The expanded menu for the page is shown below.

The screenshot displays the Florida Department of Revenue website. The header features the state seal and the department's name. A navigation bar includes links for HOME, CHILD SUPPORT, PROPERTY TAX (highlighted), GENERAL TAX, TAX DATA, and CONTACT. A search bar is located in the top right corner.

On the left sidebar, there are sections for 'Information for...' with links for 'Taxpayers' and 'Local/County Officials', and a 'Quick Links' section with links to Accessibility, Contact Us, Data Portal, Frequently Asked Questions, Open Government and Public Records Requests, Property Tax Forms, and Property Tax Oversight Rules.

The main content area is titled 'Download Assessment Roll and GIS Data'. It contains the following text:
 

The Department of Revenue publishes assessment rolls in compliance with [chapter 119, Florida Statutes](#). The files publicly available through the Department and county property appraisers do not contain confidential records, such as social security numbers and the records of property owners exempt from public records disclosure under [section 119.071, Florida Statutes](#). For more information on the program's confidential and exempt data management, please read the Department of Revenue's [Open Government Bill of Rights](#) page.

Below this text is a section for 'Available File Types' with a dropdown menu. The selected option is 'Download Current Assessment Roll and GIS Data'. This dropdown lists the following items:
 

- Assessment rolls are available to download from our [Tax Roll Data File](#) directory.
- Assessment roll field explanations are listed in the [User's Guide for Department Property Tax Data Files](#).
- GIS files are published on our [Map Data](#) directory. Please review the [parcel shapefile readme](#) before downloading data.
- Statewide parcel data may be viewed and downloaded by visiting the [Florida Geographic Information Office Open Data Portal](#).

At the bottom of this section is a link for 'Request Prior Data'.

- 1.2 Click the [Tax Roll Data File directory](#) link to view available subfolders (NAL, NAL-DBF, NAP, NAV, and SDF). General navigation tip: When navigating folders and subfolders in the library, use the browser's back button to return to the previous folder.

**Download Assessment Roll and GIS Data**

The Department of Revenue publishes assessment rolls in compliance with chapter 119, Florida Statutes. The files publicly available through the Department and county property appraisers do not contain confidential records, such as social security numbers and the records of property owners exempt from public records disclosure under section 119.071, Florida Statutes. For more information on the program's confidential and exempt data management, please read the Department of Revenue's [Open Government Bill of Rights](#) page.

Available File Types

**Download Current Assessment Roll and GIS Data**

- Assessment rolls are available to download from [our Tax Roll Data File directory](#).
- Assessment roll field explanations are listed in the [User's Guide for Department Property Tax Data Files](#).
- GIS files are published on our [Map Data directory](#). Please review the [parcel shapefile readme](#) before downloading data.
- Statewide parcel data may be viewed and downloaded by visiting the [Florida Geographic Information Office Open Data Portal](#).

Request Prior Data

- 1.3 Open the desired folder. For the following steps, this job aid navigates into the SDF tax roll data files folder.

**HOME CHILD SUPPORT PROPERTY TAX GENERAL TAX**

**Information for...**

**Taxpayers**

**Local/County Officials**

NAL	Aug 13, 2024
NAL-DBF	Jul 29, 2024
NAP	Aug 13, 2024
NAV	Feb 20, 2023
<b>SDF</b>	Aug 13, 2024

- 1.4 Subfolders for each available year and submission type display. In this example, only the 2024 preliminary files are available. Open the desired subfolder.






**HOME CHILD SUPPORT PROPERTY TAX GENERAL TAX**

**Information for...**

**Taxpayers**






<b>2024P</b>	Aug 26, 2024
2024	Aug 26, 2024

- 1.5 A list of available files displays.


HOME	CHILD SUPPORT	PROPERTY TAX	GENERAL TAX
<div>Information for...</div> <div>Taxpayers</div> <div>Local/County Officials</div>			
 Alachua 11 Preliminary SDF 2024.zip		Jul 25, 2024	
 Baker 12 Preliminary SDF 2024.zip		Jul 25, 2024	
 Bay 13 Preliminary SDF 2024.zip		Jul 25, 2024	
 Bradford 14 Preliminary SDF 2024.zip		Jul 25, 2024	
 Brevard 15 Preliminary SDF 2024.zip		Jul 25, 2024	

## 2. Downloading a File from the PTO Data Library

- 2.1 Click a file (e.g., Alachua 11 Preliminary SDF 2024.zip) to download the file. If the browser indicates “download blocked,” try refreshing the page.

HOME	CHILD SUPPORT	PROPERTY TAX	GENERAL TAX
<div>Information for...</div> <div>Taxpayers</div> <div>Local/County Officials</div>			
 Alachua 11 Preliminary SDF 2024.zip		Jul 25, 2024	
 Baker 12 Preliminary SDF 2024.zip		Jul 25, 2024	
 Bay 13 Preliminary SDF 2024.zip		Jul 25, 2024	
 Bradford 14 Preliminary SDF 2024.zip		Jul 25, 2024	
 Brevard 15 Preliminary SDF 2024.zip		Jul 25, 2024	

- 2.2 Many of the available files are stored in compressed (i.e., .zip) files, which contain one or more files or folders. Double click the file you wish to download.

> This PC > Downloads > Alachua 11 Preliminary SDF 2024 (4).zip		
Name	Type	
 SDF11P202401.csv	Microsoft Excel Comma S...	

**Key Contact**

Austin Gellner  
*Systems Programming Administrator*  
Property Tax Oversight  
Florida Department of Revenue  
(850) 617-8876  
[Austin.Gellner@floridarevenue.com](mailto:Austin.Gellner@floridarevenue.com)

**Revision History**

Origination Date	Explanation
09/13/2024	This job aid assists with navigating and downloading files from the PTO Data Library.
Revision Date	Explanation