# PLACER COUNTY ASSESSOR'S OFFICE

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## **Request For Data**

Company/Agency		Email	Request #:  Wait for Roll Over  Date Ordered:  Date Sent:
Part I: Format  ASCII (comma separated)  MS Excel  MS Access	PART II:  CD  E-Mail	FTP Address	<i>Media</i>
Part III: Return Shipping Inc.  I'll pick up output at the Auburn  I'll pick up output at the Tahoe A  Email or Prepaid and prepared ret  Add Postage and Handling Charge	Assessor's Office ssessor's Office urn shipping enclosed	PART IV:  Assessment Master  Two-Year Transfer Histor  Physical Characteristics	<i>Full County Files</i>
Tax Code(s)  TRA ranges (or attach list)  APN/Book Page ranges (or at			
Part VI:  Taxable Only Improved Only Structure value > \$2500 Structure value > \$5000 (def Structure value > \$10,000 Include Timeshares (701-704) Include Manufactured Homes	for Improved	•	rrent owner's name and mailing address) s and community - no zip codes!) able after July 1)
Computing Charges (for Assessment Charge	Times	s .0050/APN for file	
Total (due before reports or files			

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 Only - 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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## PLACER COUNTY ASSESSOR'S OFFICE SCHEDULE OF FEES FOR COPIES OF ASSESSOR'S RECORDS

ALL FEES PURSUANT TO PLACER COUNTY CODE SECTION 2.116.030 (D) UNLESS OTHERWISE NOTED.

REGULAR PHOTOCOPIES Section 2.116.030 (A) (1-3)		SUBDIVISION / PARCEL MAP TAX ESTIMATES	\$48.00	
FIRST PAGE OF DOCUMENT	\$0.50	COPIES FROM MICROFICHE / MPR CARDS	\$10.00	
COPY OF EACH ADDL PAGE OF DOCUMENT	\$0.25	*DOCUMENT CERTIFICATION FEES	\$1.75	
SECOND COPY OF PAGE / SAME DOCUMENT	\$0.10	**ROLL PARCEL CERTIFICATION FEES	\$1.00	
SINGLE PAGE MAP ORDER	\$2.75	PROPOSITION 58 LATE PROCESSING FEE	\$175.00	
SECOND COPY OF SAME PAGE	\$0.50			
MULTIPLE PAGE MAP ORDER	\$2.00	\$2.00 CERTIFIED ELECTRONIC FILES		
DIGITAL AUTOCAD ASSESSOR MAP	\$8.00	ASSESSMENT MASTER	\$900.00	
LARGE COUNTY INDEXES (Special Copy Charges)	\$7.25	TWO-YEAR TRANSFER HISTORY	\$1,020.00	
		PHYSICAL CHARACTERISTICS	\$6,820.00	
PROPERTY SYSTEM SCREEN PRINTS				
FIRST COPY	\$1.50	STANDARD DATA REQUESTS - Elect. File Trans., FTP, Email	l & Internet	
ADDITIONAL COPY	\$0.75	BASE CHARGE PER PARCEL 0 – 5,000	\$95.00	
		5,001 OR MORE PER PARCEL \$95.00	/ plus .005	
MAP PAGE SUBSCRIPTION SERVICE				
ALL UPDATES	\$1.75	CUSTOM DATA REQUESTS - 3 1/2" Disk, CD, & Electronic File	<u> Transfer</u>	
BY SPECIFIC BOOK	\$2.25			
BY SPECIFIC BOOK & PAGE	\$2.75	BASE CHARGE 0 – 5,000 PARCELS	\$165.00	
		BASE CHARGE 5,000 – 10,000 PARCELS	\$190.00	
REQUEST TO SPLIT / COMBINE ASSESSOR PARCELS		10,000 OR MORE PER PARCEL \$190.00 /	' plus .005	
INITIAL PAIR OF PARCELS	\$73.00			
FOR EACH ADDITIONAL PARCEL	\$36.50	TO ADD PHYSICAL CHARACTERISTICS TO CUSTOM REPORT	S ABOVE	
		0 – 1,000 Parcels	\$50.00	
SUBDIVISION LOT INDEX		1,001 PARCELS & MORE – ADDITIONAL TO ABOVE CHARGES	\$0.05	
BOOK	\$25.00			
DATA RECOVERY	\$131.00 <u>I</u>	HANDLING CHARGES (For Mailing Items)		
RESEARCH BY STAFF				
SUPPORT	\$46.00	STANDARD ENVELOPES	\$2.00	
TECHNICAL	\$53.00	PACKAGES	\$3.75	
PROFESSIONAL	\$67.00	PRIORITY SHIPPING (Customer Pays Shipping)	\$5.75	
SYSTEMS STAFF	\$70.00			

<sup>\*</sup> See County Code Chapter2, Section2116.030 (A) (4)

<sup>\*\*</sup> See Revenue & Taxation Code Section 162 (D)