

Property Import Fields Data Dictionary

This list contains fields available for import during the property tax import process. You are importing from an excel file so the excel column heading must match the spelling of the field below. If the excel column name matches, then the data in that column will be imported into iGov. Any columns that do not match will not be imported.

*Every record must have a unique PIDN or the data will not import.

*Ideally each record will have a PROPCODE value for better reporting.

*The system will import all the matching fields in your spreadsheet.

*This import can be used to import converted data into the property table when first getting started.

*You can import/update data in the import table using multiple spreadsheets if every spreadsheet has the same PIDN. Example Import a spreadsheet with most of your property tax data. Then import a 2nd spreadsheet with just the PIDN and UNITS columns to insert Trash Units into the file. After all data is in the import table THEN you would do the Property Update step 3.

Common Fields

Field Name (type and length)	Data Type	Required	Description
REC_TYPE	char(2)	Y	R for Real or P for all Personal Types
PIDN	char(20)	Y	Uniquely identifies every parcel record
DLU	datetime	N	Filled in by system when record is updated
ACCOUNT	char(20)	N	Customer Number used to link parcels owned by same person.
TAX_YEAR	char(4)	Y	Every record needs a tax year so the system knows which parcels to include during bulk charge application.
Application	char(20)	Y	Designates a Type in the iGov system. Must be Property, License, Utility, Citation or Miscellaneous.
BLOCK	char(20)	Y	Sub Type used for grouping in iGov. Real and Personal are two most common.
GR4	char(10)	N	Municipality Code to provide additional reporting and grouping such as neighborhoods inside a municipality. Assign a code and then setup the long name in the settings / Groups area.
STATUS	char(10)	Y	Should be Active
MAP	varchar(30)	N	Parcel, Folio, Lot/Block or other name of value uniquely identifying the parcel. The PIDN is sometimes the same value.
ControlMap	Varchar(5)	N	
Group	Varchar(2)	N	
ParcelNumber	Varchar(6)	N	
PropertyIdentifier	Varchar(1)	N	
SpecialUse	varchar (10)	N	
CityCode	varchar (10)	N	

OWNER_NAME	varchar(30)	N	Mailing Name in the mailing address (line 1)
CAREOFNAME	varchar(30)	N	C/O line in the mailing address (line2)
M_ADD	varchar(40)	N	3 rd line of mailing address (line 3)
M_ADD2	varchar(40)	N	4 th line of mailing address (line 4)
M_ADD3	varchar(40)		
M_CITY	char(20)	N	5 th line of mailing address, city portion
M_STATE	char(2)	N	5 th line of mailing address, state name
M_ZIP	char(10)	N	5 th line of mailing address, zip portion
M_CARRIER	char(10)	N	Optional (seldom used)
M_COUNTRY	varchar(20)	N	
BILLNUMB	int	N	Optional only used if bill produced by someone else and you are importing to collect
Filter	varchar(50)	N	Used when applying charges, insert a value in the "Filter" field to uniquely identify entries that will receive a specific charge. For example, if you apply a special charge for parcels in a subdivision, then insert that Subdivision name in the "Filter" field.
Description	Varchar(250)	N	This can be purposed however it is needed in relation to the property record. Business Description is a common use.
Real Property Info			
AVIS_CODE	char(4)	N	Classifies a Tax Entity such as a code used to identify a City
PROPCODE	char(12)	Y	R - Residential, C - Commercial, I-Industrial, A- Agriculture, G- Government, N-Nonprofit, U- Utility, T - Personal Property
MORTGAGECD	char(10)	N	4 digit code placed on a parcel but usually not part of the import.
LEGAL1	varchar(40)	N	Legal Property description (REAL OR PERSONAL PROPERTY ITEMS USE THESE LEGAL DESCRIPTION FIELDS)
LEGAL2	varchar(40)	N	Legal Property description continued
LEGAL3	varchar(40)	N	Legal Property description continued
LEGAL4	varchar(40)	N	Legal Property description continued
LOCNUMB	char(15)	N	Location Street Number
LOCSTREET	varchar(30)	N	Location Street Name
LOCSUFFIX	char(5)	N	Location Street Suffix
LOC_APT	char(10)	N	Location Apt/Suite

LOCSTREET2	Varchar(40)	N	Location Street 2 (extra info)
LOC_CITY	varchar(25)	N	Location City
LOC_ZIP	char(10)	N	Location Zip Code
LOC_NAME	varchar(45)	N	Optional Sometimes a Person Name is associated with the physical location
COUNTY	varchar(25)	N	County Name or code to identify it
DEEDBOOK1	char(4)	N	Deed Book Main Entry
DEEDPAGE1	char(4)	N	Deed Page Main Entry
DEEDBOOK2	char(4)	N	Extra Deed Book 2
DEEDPAGE2	char(4)	N	Extra Deed Page 2
DEEDBOOK3	char(4)	N	Extra Deed Book 3
DEEDPAGE3	char(4)	N	Extra Deed Page 3
TAX_DIST	char(20)	N	Tax District
D_FIREDIST	char(20)	N	Fire District
D_POLDIST	char(20)	N	Police District
D_TAXDIST	char(20)	N	Used to identify a district
D_UTILDIST	char(20)	N	Utility District
D_VOTEDIST	char(20)	N	Vote District
SCHL_DIST	char(20)	N	School District
FIRE_DIST	char(20)	N	Fire District
FIREPROAC	int	N	Fire Protection Acres
FARMAC	int	N	Acres
LEGAL_STAT	char(20)	N	Usually not imported but can be. Types like Bankruptcy, Foreclosure
PVACODE	char(10)	N	Optional can be used as a grouping field
LOT	char(4)	N	Property Lot Number
LOT_ORD	char(1)	N	Optional
OUTLIMIT	bit	N	If the Location is out of city limits
PLAT	char(20)	N	Parcel Plat / Block
SEASONAL	bit	N	If location is seasonal occupancy
RENTAL	bit	N	If location is rental property
PREVOWNER	varchar(40)	N	Previous Owner
CURROWNER	varchar(30)	N	Current Owner
SALE_DATE	datetime	N	Property Last Sale Date
SALE_PRICE	Decimal(12, 2)	N	
TENOWN	bit	N	Tenant = Owner
GPS_EW	char(10)	N	GPS Coordinates
GPS_NS	char(10)	N	GPS Coordinates
SUBDIV	varchar(35)	N	Subdivision Name
SUBDIVIS_1	char(15)	N	
SUBDIVIS_2	char(15)	N	Property Designation (Residential, Commercial, Government, Nonprofit)
ZONE	char(10)	N	Zone Class
SUBZONE	char(10)	N	Zoning Sub Class
Greenbelt	bit	N	
Acres	Decimal(12, 4)	N	
AcresCalc	Decimal(12, 4)	N	
MobileHomesCount	Decimal(12, 2)	N	
Appraisal_Year	Varchar(4)	N	Last appraisal year
New_Owner	Varchar(1)	N	

MiscFeeMultiplier	Decimal(12, 2)	N	
MiscFee	Decimal(12, 2)	N	
EqualizationFactor	Decimal(12, 4)	N	(format 99.9999)
PersonalPropAssessType	Varchar(10)	N	Personal Property Assessment Type
TaxReliefAppType	Varchar(20)	N	Tax Relief Application Type (Used by our Tax Relief Dept)
TaxReliefRecertYear	Varchar(4)	N	Tax Relief Recertification Year (Used by our Tax Relief Dept)
Property Value Fields			
TAXEXEMPT	bit	N	Tax exempt flag T/F
EXEMPTCD	char(4)	N	Exemption Code like H for Homestead
EXEMPTAMT	int	N	Total Exemption Amount
EXEMPTION	bit	N	Exemption T/F
FAIRCASH	int	N	Fair cash Value
Market	int	N	Market Value
LAND_VALUE	int	N	Land Assessed Value
IMPROVE	int	N	Improved Assessed Value
GROSSAMT	int	Y	Gross Assessed Value (Required if importing assessment values but not required for import to work correctly.
PropFactor	Decimal(18, 4)	N	Percentage of grossamt that is taxable
NETAMT	int	Y	Net Taxable Value - This is the field the charge will be based on. This value is normally the gross minus any exemptions. You can base a charge on this field.
UNITS	Numeric(14, 2)	N	Property Units like for Trash. You can base a charge on this field.
S_Unit	decimal(14, 4)	N	Storm water Units. You can base a charge on this field.
GP_3N	Numeric(12, 2)	N	Additional Property Units. You can base a charge on this field.
OIL	int	N	Seldom used means Oil value
WATSHEDAC	int	N	Water shed Acres
TOTAL_SQFT	int	N	Total square footage
Personal Property Value Fields			
TANGABLE	numeric(10, 2)	N	Yes we know it is misspelled 😊. Most personal property is a single value and this field should be used. You can base a charge on this field.
VVALUE	numeric(12, 2)	N	Vehicle Taxable Value. You can base a charge on this field.
TAXRELIEF	bit	N	1 or 0 whether record receives relief

RELIEFAMT	numeric(12, 2)	N	Amount if vehicle is eligible for tax relief
Specialty Tangible Fields			
T17TOOLAMT	numeric(14, 2)	N	GOODS PUB WH. You can base a charge on this field.
T27MACHAMT	numeric(14, 2)	N	MACHINE You can base a charge on this field.
T32GOODAMT	numeric(14, 2)	N	MFG FINISH GOODS. You can base a charge on this field.
T33RAWAMT	numeric(14, 2)	N	RAW MATERIALS. You can base a charge on this field.
T34MOTSAMT	numeric(14, 2)	N	
T35STORAMT	numeric(14, 2)	N	STORAGE
T36TRANAMT	numeric(14, 2)	N	BOATS AND AIRPLANES. You can base a charge on this field.
T37TOBNAMT	numeric(14, 2)	N	AG TOBACCO. You can base a charge on this field.
T38ADNAMT	numeric(14, 2)	N	
T39AGAAMT	numeric(14, 2)	N	UNMFG AGRI PRODUCTS. You can base a charge on this field.
T41NCWTAMT	numeric(14, 2)	N	AIR NONCOMMERCIAL. You can base a charge on this field.
T3INVAMT	numeric(14, 2)	N	MERCHANT INVENTORY. You can base a charge on this field.
T40NCARAMT	numeric(14, 2)	N	
T50LFMAMT	numeric(14, 2)	N	TC LAND . You can base a charge on this field.
T600TNGAMT	numeric(14, 2)	N	TANGIBLE SPECIALTY ITEM. You can base a charge on this field.
T70FTZAMT	numeric(14, 2)	N	TC BUILDING. You can base a charge on this field.
T81CWIPAMT	numeric(14, 2)	N	
T82OCWPAMT	numeric(14, 2)	N	
T90RCYAMT	numeric(14, 2)	N	
TOT001	int	N	
TOT015	int	N	
TOT25	int	N	
TOTFU050	numeric(14, 2)	N	
TOTFU450	numeric(14, 2)	N	TANGIBLE. You can base a charge on this field.
TOTST001	numeric(14, 2)	N	
TOTST050	numeric(14, 2)	N	
TOTST150	numeric(14, 2)	N	
TOTST450	numeric(14, 2)	N	
Vehicle Data Fields			
VIN	varchar(30)	N	Vehicle VIN
VYEAR	char(10)	N	Vehicle Year
VMAKE	Varchar(20)	N	Vehicle Make
VMODEL	varchar(30)	N	Vehicle Model
VTITNUMB	varchar(30)	N	Vehicle Title
VTYPE	varchar(30)	N	Vehicle Type
VUSE	char(10)	N	Vehicle Use

VPlate	Varchar(20)	N	Vehicle License Plate

The following fields are extra. Some assessors include additional data and / or these fields can be used in data conversion to get initial info into the property table.

ALERT3DATE	datetime	N	Utility Move Out
ROUTE	char(10)	N	Utility Route
SEQUENCE	char(10)	N	Utility Sequence
TENANTNUMB	char(4)	N	Last Tenant Number
L_COMPANY	varchar(60)	N	Business Company Name
L_DBA	varchar(60)	N	DBA
L_NAME_F	char(20)	N	First Name
L_NAME_L	char(20)	N	Last Name
L_TAX_ID	char(15)	N	Federal Tax ID
L_STATEID	char(15)	N	State ID
L_SSNUMBER	char(15)	N	Primary SSN
SSN2	char(12)	N	2 nd contact SSN
L_PHONE	char(15)	N	Contact phone
L_ALTPH	char(15)	N	Contact cell phone
L_EMAIL	varchar(100)	N	Contact Email (used in emailing bills and receipts)
L_EXT	char(6)	N	Extension
L_FAX	char(15)	N	Fax
L_DRVNUMB	char(20)	N	Drivers Number
A_ADDR1	varchar(40)	N	Additional Contact Address
A_ADDR2	varchar(40)	N	Additional Contact Address
A_CITY	varchar(30)	N	Additional Contact City
A_STATE	char(2)	N	Additional Contact State
A_ZIP	char(10)	N	Additional Contact Zip
A_TITLE	char(15)	N	Additional Contact Title
A_EMAIL	varchar(25)	N	Additional Contact Email
A_FAX	char(15)	N	Additional Contact Fax
A_DLNUMB	char(20)	N	Additional Contact Driver
GP_1C	char(15)	N	Import Batch File Number
GP_3L	bit	N	Certified Mail Receipt
Application Specific Fields			
IssueDate	datetime	N	Application Posted in System Date
StateStartDate	datetime	N	Application State Approval Date
Appl_Date	datetime	N	Application Received Date
Appl_ReviewExpirationDate	datetime	N	Application Review Expiration Date
Appl_ProgressReminderDate	datetime	N	Application Progress Reminder Date

Appl_MeetingReviewDate	datetime	N	Application Meeting Review Date (Mayor/Council/etc.)
Appl_ForwardDate	datetime	N	Application Forwarded to State Date
Appl_Recommendation	Varchar(100)	N	Application Recommendation
Appl_StateRecommendation	Varchar(100)	N	Application State Recommendation
LicenseApplicationType	Varchar(100)	N	Application Type (New, Existing, or Transfer)
PublicNoticeDate	Datetime	N	Date notice was physically posted.
LandlordType	Varchar(50)	N	Type of Landlord(Commercial Rental, Sub-Lease, Booth Rental)
LandlordPIDN	CHAR(20)	N	Property Identification Number for landlord.
PreviousCityLicenseNumber	VARCHAR(50)	N	Property Identification Number of previous owner
EmployeeCount	INT	N	Number of Employees
ContactorLicenseNumber	VARCHAR(50)	N	
Residence	BIT	N	true/false
Appl_Source	VARCHAR(50)	N	Source of Application (Online, In-person, Mail, Investigator)
BusinessStartDate	DATETIME	N	Start date of business
OwnershipType	VARCHAR(30)	N	Ownership Type(Individual, LLC, LLP, Partnership, Corporation)
AccountingMethod	VARCHAR(1)	N	"C" for Cash "A" for Accrual These are the only options at this time.
CloseDate	DATETIME	N	Business close date
Map1	VARCHAR(5)	N	Map 1
ReliefIssued	DECIMAL(12,2)	N	ACV Relief Issued
YardItems	DECIMAL(12,2)	N	Yard Items Value
MortgageAccountNumber	VARCHAR(50)	N	Mortgage Account Number
LandUseCode	VARCHAR(3)	N	Land Use Code
LandUse	VARCHAR(128)	N	Land Use
CurrentUse	VARCHAR(4)	N	Current Use

Extra Fields to store data during conversion import.

EXTRA1C char(10),
EXTRA1D datetime,
EXTRA1L bit,
EXTRA1N numeric(12, 2),
EXTRA2D datetime,
EXTRA2L bit,
EXTRA2N numeric(12, 2),
EXTRA3D datetime,
EXTRA3L bit,
EXTRA3N numeric(12, 2),

EXTRAL4 bit,
GP_1D datetime,
GP_1L bit,
GP_1N numeric(12, 2),
GP_2C char(15),
GP_2D datetime,
GP_2L bit,
GP_2N numeric(12, 2),
GP_3C char(15),
GP_3D datetime,
GP_3N numeric(12, 2),
GP_4C char(15),
GP_4D datetime,
GP_4L bit,
GP_4N numeric(12, 2),
GR1 char(10),
GR2 char(10),
GR3 char(10),