

Mortgage / Attorney File Layout

Modified on: Tue, 25 Jun 2024 8:55 AM

Attorney File Layout

A recent change was made recently to allow for tax unit numbers to be 4 digits long, and sequence numbers to be 3 digits long.

The attorney/roll files can be opened using a standard text editor (note pad, ultra edit...and so on). Each file is formatted in fixed width ascii as defined by layout below. It will require a programmer to pull the data into a format that can be manipulated.

It is important to note that there are 2 versions of the file, V1 and V2. V1 is for clients who have tax unit numbers that are 3 digits and sequence numbers that are 2 digits in the receivable file. V2 is for clients that have tax unit numbers that are 4 digits and sequence numbers that are 3 digits. V2 also includes MH label, model and serial numbers in the master file. The version number will be in the name of the file. For example TaxRoll_Mesquite_Flat_V1_2024_06_15_.zip is version 1.

If there is a date in the start deferral date and 1/1/9999 in the end deferral date then the account is in deferral.

In the receivable file the sequence number will indicate if the account has quarter transactions. If the sequence number is greater than 1 then the account has quarter pay transactions.

Master File – Account, Legal, Owner Information

Record Length: V2 950 bytes, V1 860

Field	Size	Format
Account Number	30	
SPTB Code	3	
Roll Code	3	
Legal Description	124	
Acres	13	000000.000000
Appraisal District Number	30	
Street Name	25	
Street Number	10	
Square Feet	6	
Lot Size	6	

Year Built	4	
Loan Number	10	
Map Number	30	
Mapsco Number	20	
Appraisal Map Number	20	
Name1	50	
Name2	50	
Address1	50	
Address2	50	
City	50	
State	20	
Postal Code	18	
Start Deferral Date	10	MM/DD/YYYY
End Deferral Date	10	MM/DD/YYYY
Volume	6	
Page	6	
Deed Date	10	MM/DD/YYYY
Exemption Codes	15	
Delinquency Date,	10	MM/DD/YYYY
Tax Unit Codes	30	
Non-Billed Tax Units	50	
Land Value	10	
Improvement Value	11	
Value	11	
Exemptions	10	
Levy	12	000000000.00
Amount Due	12	000000000.00
Total Amount Due	12	000000000.00
Percent Ownership	13	000000.000000
Mobile Home Label	30 (V2 only)	
Mobile Home Model	30 (V2 only)	
Mobile Home Serial	30 (V2 only)	

Receivable File – Tax Transaction Information

Record Length:

224 bytes (V1)

226 bytes (V2)

Field	Size	Format
Account Number	30	
Year	4	
Tax Unit Number	3 (V1) 4 (V2)	
Receivable Type Code	3	
Sequence Number	2 (V1) 3 (V2)	
Value	11	
Exemptions	11	
Levy	11	00000000.00
Amount Due	12	000000000.00
Delinquency Date	10	MM/DD/YYYY
3307 Date	10	MM/DD/YYYY
Judgment Date	10	MM/DD/YYYY
Suit Number	18	
Suit Date	10	MM/DD/YYYY
Bankruptcy Number	18	
Bankruptcy Date	10	MM/DD/YYYY
Status Codes	15	
SequenceTypeCode	2	0,1,2
Installment	1	Y/N
InstallmentType	3	HS/NON
InstallmentStartDate	10	MM/DD/YYYY
InstallmentEndDate	10	MM/DD/YYYY
InstallmentPaidDate	10	MM/DD/YYYY

NOTE: 1/1/9999 indicates a blank or NULL date.

Receivable Type List

Receivable	Abbreviated Name	Full Description
1	L	Levy
2	OMIT	Omitted Property Interest
3	CRT	Court
4	ABS	Abstract
5	25.25(d)	25.25(d)
7	LA	LateAg

8	BI	Bankruptcy Interest
9	33.01(d)	33.01(d)
10	3206B	32.06(b)
12	VIT	VIT Escrow
13	VFP	VIT File Penalty
14	VFF	VIT File Fine
15	ESCROW	Escrow Amount
16	NSF	Non-sufficient Funds
17	OP REFUND	Overpay Refund
18	CERTIFICATE	Certificate
19	RECALC REFUND	Recalc Refund
20	5% DEFERRAL	Deferred Amount Over 5%
21	NA	NA
22	OR Pen	Override Penalty
23	OR Int	Override Interest
24	OR Col	Override Collection Fees
25	AgLevy	Ag Levy
26	AgInt	Ag Interest
27	VPP	VIT Payment Penalty
28	VPF	VIT Payment Fine
29	VIT Esc	VIT Escrow
30	V_C/S	Certificate/Search VOID
31	ABR	Abstract Recording Fee
32	AS	Additional Service
33	CM	Certified Mai
34	DR	Deed Recording
35	EXE	Execution
36	EXS	Execution Service
37	FF	Filing Fee
38	NTV	Intervention Fee
39	OS	Order of Sale
40	PSG	Postage
41	PSG	Publication
42	REF ERR	Refunded In Error
43	RES	Research
44	SOS	Secretary of State
45	SRV	Constable's Fees
46	TM	Tax Master
47	TS	Title Search
48	LG	Legal Fees
49	LEVEE	Levee
50	LF	Late Freeport
51	TAX COMM	Tax Commission

52	BEER TAX	Beer Tax
53	RECPT FEE	Receipt Fee
54	REND	Rendition Penalty
55	FRAUD	Rendition Fraud
56	EXPROC	Excess Proceeds
57	EXPROC	Tax Certificate
58	DATAFILE	Data File
59	COPYFEE	Copy Fee
60	BANKINT	Bank Interest
61	LIQLIC	Liquor License
62	MISC	Miscellaneous
63	TSWS	Tax Sale Statement
64	TAPEFILE	Tape File
65	VOTE	Vote
67	911ADDR	911 Addressing
69	PRORATE	Prorate
70	O/P	O/P
71	OT	Other Taxes
72	BK O/P	Bankruptcy O/P
73	AL	Ad Litem Fee
74	AF	Attorney Fee
75	DL	Delivery Fee
76	FA	Fixed Asset
77	JI	Judgment Interes
78	MH	Mobile Home Escrow
79	CITSRV	Citation Service
80	RD	Redemption
81	SS	Set Aside Sale
82	ADDREND	Additional Rendition
83	DI	Additional Dealer Inventory
84	PRCSVR	Process Server
85	OC	Out of County
86	AUTO	Auto Fund
87	BANKPRN	Bank Fee-Printing
88	BEERLIC	Beer License
89	SALECOST	Tax Sale Cost
90	STMTCOPY	Tax Statement Copy
91	TITL	Title Certificate
92	1310	County Beer & Wine
93	1320	CO B & W Renewal Fee
94	1330	Comm On State Beer

95	1340	State Beer & Wine
96	1350	State B & W Surcharge
97	SALELIST	Tax Sale List
98	MVT	Motor Vehicle Tax
99	MHCERT	Mobile Home Certificate
100	PRINT	Print Outs
101	RESALEOV	Resale Overage
102	SCERT	Sheriff Sale Cert
112	VEND	Vending Permit
113	BKATTYFEE	Bankruptcy Attorney Fee
114	RECPLATES	Recycle Plates
115	STOPPAY	Stop Payment Fee
116	OIMPRV	Omitted Improvement
117	VITOVN	VIT Overage Payment
118	PID	PID Taxes
119	LIA	Late Interstate
120	CRT-DIS	Court Costs - Distrct
121	313	313 Limitation Appraised Value
122	ESTIMATE	Estimated Taxes
123	TAXWARRANT	Tax Warrant
124	NOTARY	Notary
125	OutDist	Out of County-District
12+	CRT-JP	Court Costs - JP
127	CONVREF	Converted Recalc Refund
128	MOWING	Mowing Fee
129	SHERIFF	Sheriff Fee
130	SNDT	Statement of No Delinquent Taxes
131	CONVESC	Converted Escrow
132	RECORDING	Converted Escrow

Roll Codes

Roll Code	Alpha Code	Description
0	None	None
1	R	Real
2	P	Personal
3	M	Mineral
4	I	VIT
5	B	B
6	U	U
7	N	N
8	C	Commercial

9	MH	Mobile Home
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Exemption Codes

Exemption Code	Alpha Code	Description
1	HGS001	General Homestead
2	OH	Optional Homestead
3	OV003	Over 65
4	OO65	Optional Over 65
5	DP005	Disabled
6	FP001	Freeport
7	AB001	Contract Abatement
8	SW001	Solar/Wind
9	HI001	Historic Site
10	DV001	Disabled Veteran 10% - 30%
11	DV002	Disabled Veteran 31% - 50%
12	DV003	Disabled Veteran 51% - 70%
13	DV004	Disabled Veteran 71% - 100%
14	SPC	Special
15	AG001	Ag 1D
16	AG002	Ag 1D1
17	AGTMB	Timber
18	SL001	Scenic Land
19	PRO	Prorated
20	FULL	Full
21	IH001	Indigent Housing
22	AE004	Absolute Exemption - Church
23	<\$500	<\$500 Income Producing Property
24	AE005	Absolute Exemption - Charity
25	AE006	Absolute Exemption - Government
26	PC001	Pollution Control
27	GV	Generic Veterans
28	GA	Generic Ag
29	G1	Generic 1
30	G2	Generic 2
32	G3	Generic 3
33	DF002	Deferred Delinquent Tax
34	DF065	Deferred Taxes - Over 65
35	FZ001	Foreign Trade Zone
36	MI001	Mineral Interest
37	PA001	Public Access Airport
38	NV001	Nominal Value

39	RE007	Reference Account - RailRoad Corridor
40	RE009	Reference Account - Miscellaneous
41	SS001	Surviving Spouse
42	IV1	Inventory Valuation 1
43	IV2	Inventory Valuation 2
44	IV3	Inventory Valuation 3
45	TF001	Tax Increment Finance Zone
46	TRIMM	Trans Immune
47	CH001	Absolute Exemption - CHDO
48	AE205	Absolute Exemption - Primarily Charity
49	TIRZ	Tirz
50	WPID	FWPID Commercial Exemption
51	OTH	Other Exemption
52	CAP	Cap Adjustment
53	DP001	Surv Spouse Dis
54	DF005	Deferred Taxes
55	IFC	Interstate Foreign Commerce
56	PAR	Partial Homestead
57	POV	Partial Over 65
80	AUTO	Autos
81	VAR	Exemption Variance
82	82 PUV	Personal Use Vehicle
83	SPV	Sole Proprietorship Vehicle Goods in Transit
84	PORT	Portability
85	PEX	Partial Total
86	GT001	Goods in Transit
87	CBD	Customs Bond
88	DV005	100% Disabled Veteran
89	ENG	Energy
90	LIH	Low Income Housing
91	SS005	Surviving Spouse Disabled Person
92	SSDV100	Surviving Spouse 100% Disabled Vet
93	CLT	Commuity Land Trust
94	GCC	Green Coffee Cocoa
95	APR	Apportioned Partial Residential
96	APO	Apportioned Partial Over 65
97	APD	Apportioned Partial Disability
98	EDC	Economic Development
99	YOU	Youth, Mental, Spiritual, Phys Devel
100	PRI	Private Schools
101	PROT	Prorated Total
102	DVCH	Disabled Vet Donated Home
103	DVCHS	Disabled Vet Donated Home Sps
104	MASSS	Member Armed Services Surviving Spouse

105	MCL	Methane Capture Landfill
106	ESP	Energy Storage Property
107	ODR	Offshore Drilling Rig
108	MISC	Miscellaneous - XV
109	SDV001	Disabled Sps Veteran 10% to 29%
110	SDV002	Disabled Sps Veteran 30% to 49%
111	SDV003	Disabled Sps Veteran 50% to 69%
112	SDV004	Disabled Sps Veteran 70% to 100%
113	SDV005	Sps 100% Disabled Veteran
114	313	Limitation Appraised Value
115	TOT	Total Exemption
116	FED	Tax Credit
117	FRSS	First Responder Surviving Spouse
118	118	Disaster Reappraisal
119	DS001	Disaster Level I - 15-29% 11.35
120	DS002	Disaster Level II - 30-59% 11.35
121	DS003	Disaster Level III - 60-99% 11.35
122	DS004	Disaster Level IV - 100% 11.35
123	Prorated Homestead	Prorated Homestead

Revision History

11/14/2000

- Changed the Roll Code in the Master file from 1 to 3 bytes
- Changed the SPTB Code in the Master file from 2 to 3 bytes

05/29/20002

- MM[date] is the master
- MR[date] is the transaction
- MS[date] is the total
- TU[date] is a key for the Tax Units

10/20/2023

- Changed Zone to Store the Loan number in the master file

06/01/2005

- Added 2 new Receivable Types:
 - 54 -- Rendition Penalty

- 55 – Rendition Fraud

04/17/2008

- Note added to beginning of document and further explanation added to file title

09/12/2010

- Master file – Name1, Name2, Address1, Address2 have expanded from 30 to 50 bytes
- Updated the exemption and receivabletype lists.

10/26/2012

- Refreshed the receivables list

05/31/2014

- Added new fields to track installment agreements to the receivable file. The status code will now be:
 - INSN = Installment non homestead or
 - INSH = Installment Homestead.
- Also added sequencetype
 - 0 = normal
 - 1 = Quarter
 - 2 = Half
 - 3= Disaster

05/27/2021

- Added new fields for Ownership Percentage and Mobile Home Data 100% Disabled Veteran100% Disabled Veteran

05/19/23

- Added V2 with expanded field sizes for Tax Unit Number and Sequence Number (record length 226)
- Updated Receivable Type table to bring current
- Updated Exemption Type table to bring current