

SALES DATA

Optional entry. Space is provided for entering the data for three sales of the property. The data is arranged in vertical columns. Enter data across one horizontal line for each sale. All sales entries will be processed.

DATE – Character positions are provided to enter three sets of two numeric characters. The first two characters represent the month of the sale, the second two characters represent the day of the month, and the third two characters represent the last two digits of the year of the sale. Each character position must be filled in. Use leading zeros if necessary.

TYPE – Refers to the distinction between a sale involving *land only*, a sale involving *both land and buildings*, or a sale of *only building(s)* on leased land. Enter the code which is most representative of the sale.

Enter 1 LAND to indicate that the sale involved land only.

Enter 2 LAND AND BUILDINGS to indicate that the sale involved both land and buildings.

Enter 3 BUILDING to indicate that the sale involved a building(s) on leased land.

AMOUNT (SALE PRICE) – Character positions are provided to enter up to ten numeric characters (up to \$9,999,999,999). It is not necessary to fill in each character position. Use the character positions to the right and omit leading zeros.

SOURCE – Refers to the source of the sales information entered in this section. Four alternatives are provided. Enter the code which is most representative of the source.

Enter 1 BUYER to indicate that the information was obtained from the *grantee . . .* or buyer.

Enter 2 SELLER to indicate that the information was obtained from the *grantor . . .* or seller.

Enter 3 AGENT to indicate that the information was obtained from an agent representing the current owner.

Enter 4 OTHER to indicate that the information was obtained from conveyance fee, similar transfer records, or any other source.

VALIDITY – Two spaces are provided to enter one of ten numeric sales validity codes. This code will be used for computer processing and *must* be entered on the data collection card.

Enter 0 to indicate the sale can be considered an "arms length" transaction (*a valid sale*).

Enter 1 to indicate that the sale *involved more than one parcel*. (*See parcel tieback*.)

Enter 2 to indicate that the property was *not exposed to the open market* or that the marketing time for the property could be considered abnormal.

Enter 3 to indicate that the highest and best use of the property has *changed since the sale* or that construction and/or demolition of improvements has taken place since the transaction occurred.

Enter 4 to indicate that the parties of the transaction were either *related individuals or corporations*.

Enter 5 to indicate that the cause of the transaction was either a *liquidation of assets or a foreclosure*.

Enter 6 to indicate that the sale involved *abnormal financing* or that the transaction was a *land contract* arrangement.

Enter 7 to indicate that the amount shown is a *construction cost only* used for verification of cost schedules.

Enter 8 to indicate that the sale included an excessive amount of *personal property*, or any other situation that would make the sale not an "arms length" transaction.

Enter 9 to indicate the *sale of natural resource rights* (timber, oil, gas, coal, etc.)

Note: If further explanation is necessary, consult your supervisor.

BUILDING PERMIT RECORD

Optional entry. Space is provided to record the data for up to five building permits. Data entered in this section should include the issuance date of the permit, the permit number, the permit amount, the purpose of the permit, and the permit status (O/C) for open permit or closed permit.

ENTRANCE INFORMATION

Required entry. Space is provided to enter the data from three calls to the property. Data is arranged in vertical columns. All data should be listed from top to bottom, allowing one line for each attempt to gain entrance.

DATE – Two character positions each are provided for entering numeric characters representing the month, day, and year.

ENTRANCE CODE – Three character positions are provided to enter a code describing if entrance for inspection was gained and the current status of entrance information.

- Enter 1 to indicate that entrance (inspection) was gained.
- Enter 2 to indicate that both entrance and information was refused.
- Enter 3 to indicate the information was estimated for miscellaneous reasons (see notes).
- Enter 4 to indicate that the data collector left a doorhanger.
- Enter 5 to indicate that the property is vacant land or OB&Y only.
- Enter 6 to indicate property is currently unoccupied.
- Enter 7 to indicate seasonal occupancy with information estimated.
- Enter 8 to indicate entrance was refused, but information was given at the door.
- Enter 9 to indicate occupant was not at home.
- Enter 10 to indicate information received from phone call or doorhanger.

INFO CODE – One character position is provided to enter an alpha/numeric code identifying the reliable occupant from whom property information was obtained.

- Enter 1 OWNER to indicate owner.
- Enter 2 TENANT to indicate tenant.
- Enter 3 OTHER to indicate that a reliable occupant other than the owner or tenant was contacted, or that no contact was made (or is not applicable - as in the case of a vacant lot).

IDENTIFICATION – Three character positions are provided to enter the initials or employee number of the data collector making the call to the property. An entry must be made on every data collection card.

NOTES

Optional entry. Two lines are provided to enter a two-digit alpha/numeric code denoting a specific predefined note. See list of values in CAMA for use of these two fields. Four lines with forty characters each are also provided to list any pertinent facts or unusual occurrences during data collection at the property. Further explanation of data collection information (entrance information, etc.) may also be entered. Consult the project supervisor for the correct application of this field. This information will be entered in the CAMA system.