Sales File Layout

The sales file is a tab delimited text file. The key field will be the "INSTRUMENT" field. This is the field that should be used to identify each individual sale. There will be multiple records per sale in order to list each "ROLE" field. The role field identifies if the information is the Grantor, Grantee, Trustee etc.

The fields in the file are as follows:

ACCOUNT – Assessment parcel identification number
INSTRUMENT – Recorder of Deeds identification number
USE_CODE – Assessment land use code (Ex: 113 – Single Family Residence)
DISTRICT– Municipality of the sale
NUMBER – House location number
PRE_DIRECTIONAL – Location pre-directional (Ex: North)
STREET_NAME – Location street name
STREET_TYPE – Location street type (Ex: Avenue)
POST_DIRECTIONAL – Location street post-directional (Ex: East)
UNIT_TYPE – Location unit type (Ex: Rear)
UNIT_NUMBER – Location unit number
SALE_DATE – Sale date
SALE_PRICE – Sale price
TOTAL_VALUE – Assessment at time of sale
TAX_STAMP – State Tax Stamp Value
ROLE – The role of the following 2 field's names in the sale (Ex: Grantor, Grantee etc)

LAST_NAME – The last name or company name
FIRST_NAME – The first name