

Import File Layout: Real Estate Tax Services, Mortgage Codes

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

LAST UPDATED **12/11/2018**

DETAILS

- One file is imported. The vendor may have changed the file name from the file you exported for them, but the contents should follow along with this layout.
- 894 bytes/record, including CR/LF
- 1st byte is position "1"
- One record per parcel
- A header record precedes the data set
- Each record is delimited by a carriage return (x'0D') and line feed (x'0A)
- This is a fixed-field import. Fields are continuous, with no delimiters.
- Regarding numeric fields: the figure to the left of the decimal is the total character count, including the decimal and the figures to the right of it. For example, when you see a "Size" of 12.2, the field contents will show 9 figures to the left of the decimal, 2 figures to the right.

Field Name	Start	Size (decimals)	Comment
Property Number	1	25	LJ *
Bank Code	26	5	LJ
open for growth	31	30	**
carriage return	61	1	
line feed	62	1	

* The Property Number can include formatting (dashes or spaces), or it can be a string of numbers without formatting. If there is formatting, it must match the formatting of your parcel numbers (e.g., 23-332-223-23). If there is no formatting, you must have a parcel number format set up within your Tax database that matches your parcel numbering scheme.

** It is important to fill the Open for Growth area with 30 blank characters.