

Primary Audit Sales File Schema (Layouts)

	Information	General Information Tab
Tab 2	Primary Audit (High Level)	Primary Audit requirements- required sales data elements. See column labelled "Requirements for Reporting" for further reporting requirement details. Note: Only include those arms length sales actually used to determine Market Value in this report.
Tab 3	Validation Tables	Validation tables used to validate and standardize reporting of select sales file elements. Note: This may require some recoding of your internal CAMA variables to match this report.
Tab 4	Headers	Column headers for sales files. Provides formatted headers for Primary audit sales file submissions.

Primary Audit Sales File Schema (Layout)

**Primary Audit
Sales File Requirements**

Field	Primary* Requirement	Data Field Name	Data Field Description	Additional Comments:	Requirements for Reporting:
1	Y	Submit_Munic_Valuation_Name	Name of municipality being valued using the sale	Name of municipality being valued (not necessarily the same as the municipality where the sale is located)	Mandatory
2	Y	Submit_Roll_Year_Date	Sale is used in the analysis in relation to this assessment roll year		Mandatory
3	Y	Submit_Contact	Name of contact person for submission		Mandatory
4	Y	Prop_CAMA_No	CAMA or Alternate property number	Unique CAMA property identification number	Mandatory
5	Y	Prop_Roll_No	Municipality roll number (may be same as Prop_CAMA_No)		Mandatory
6	Y	Prop_Tax_Classification	Tax classification as established by Legislation/Regulation	Indicate the appropriate tax classification, or "Mixed" if more than one (See Audit Sales File Validation Tab)	Mandatory
7	Y	Prop_School_Div_No	School division number where sale is located		Mandatory
8	Y	Sale_Title_No	ISC Title Number		Mandatory- If element exists
9	Y	Sale_Municipality_Name	Name of municipality where the sale is physically located	Sale is physically located in this municipality (not necessarily the same as the municipality being valued)	Mandatory
10	Y	Sale_Transfer_Year	Year of the transaction (from ISC)		Mandatory
11	Y	Sale_Transfer_Month	Month of transaction (from ISC)	1 to 12	Mandatory
12	Y	Sale_Transfer_Value	Transfer Value (from ISC)		Mandatory
13	Y	Sale_Adj_SP	Fully adjusted sale price	Sale price after all adjustments (time, financing, fee simple interest, etc.)	Mandatory
14	Y	Land_Assessment_100_Pct	Land Assessment at 100%	Not required if property assessment reported as one value (report only Total_Assessment_100_Pct)	Mandatory
15	Y	Improvement_Assessment_100_Pct	Improvement Assessment at 100%	Not required if property assessment reported as one value (report only Total_Assessment_100_Pct)	Mandatory
16	Y	Total_Assessment_100_Pct	Total Assessment at 100%	Aggregate Assessed Value total of all property (land + improvements)	Mandatory
17	Y	ASR	Assessment to sale ratio (FV_Total / Sale_Adj_SP)		Mandatory
18	Y	Market_Property_Type	Code to indicate property type (ie vacant land or improved)	Codes: V (Vacant Land), I (Improved)	Mandatory
19	Y	Market_Imp_Valuation_Method	Valuation approach used to value improved sales on the CAMA system	(See Audit Sales File Validation Tab)	Mandatory
20	Y	Market_Production_NBHD_Code	Neighbourhood identifier assigned on the CAMA system	May or may not be same as the Market Stratification Identifier - provide legend if codes used	Mandatory- If element exists
21	Y	Market_Present_Use_Code	Overall 4 digit present use code (ie 1110 - single family dwelling)	4 digit property use code	Mandatory
22	Y	Land_Area	Total area of parcel	Expressed according to Land_Unit_Measure used to value parcel	Mandatory
23	Y	Land_Zoning	Zoning	Code zoning pursuant to municipality zoning bylaw	Mandatory- If element exists
24	Y	Imp_Pred_COM_Const_Code	Code from Manual to indicate predominant type of commercial construction (ie 055)	Based on section with highest RCNLD if costed per Manual	Mandatory
25	Y	Imp_Pred_RES_Const_Code	Code to indicate predominant type of residential improvement (ie OFD, MF, MH, etc)	Based on section with highest RCNLD if costed per Manual (See Audit Sales File Validation Tab)	Mandatory
26	Y	Imp_Pred_Quality_Class	Overall construction quality classification from Manual for all sections (ie B)	Based on section with highest RCNLD if costed per Manual	Mandatory- If element exists
27	Y	Imp_Pred_Condition_Code	Overall condition rating from Manual for all sections (ie 1 - average)	Based on section with highest RCNLD if costed per Manual	Mandatory- If element exists
28	Y	Imp_Total_No_Units	Overall unit count for all sections (ie. 12 units for 12 suite apartment)	If one section 054 has 6 units, another 054 section has 10 units, report 16 units	Mandatory
29	Y	Imp_Year_Built	Overall year built for all sections (not effective age)	Based on section with highest RCNLD if costed per Manual	Mandatory
30	Y	Imp_Effective_Age	Overall effective age for improvements as used in analysis (not year built)	Indicate effective age if used in valuation process	Mandatory
31	Y	Condo_Registered_Bare_Land	Code to indicate if the property is a registered bare land condominium	Y=Yes, N=No	Mandatory
32	Y	Condo_Registered_Improved	Code to indicate if the property is a registered condominium	Y=Yes, N=No	Mandatory
33	Y	Condo_Parent_Code	Code to link individual sales belonging to same condominium complex	Code number to link individual condominium units belonging to same parent condominium	Mandatory- If element exists

*Required for Primary Audit pursuant to *Requirements for Reporting*

Primary Audit Sales File Data Validation
Table

Validation Tables

Submit_Reason_Code *	Code
Revaluation	RV
Maintenance	MN
Physical Reinspection	PR
Corrected Sales Data	CO
Other	OT

*Quality Assurance Division Only)

Prop_Tax_Classification	Code
Non Arable Land and Improvements	NA
Other Agricultural Land and Improvements	AG
Residential	RE
Multi-Unit Residential	MU
Seasonal Residential	SE
Commercial and Industrial	CL
Elevators	EL
Railway Rights of Way	RW
Pipeline	PI
Mixed Property Tax Classification	Mixed

Market_Imp_Valuation_Methodology	Code
SAMA Cost	SC
Marshall and Swift Cost	MS
Multiple Regression Analysis	MRA
Income Approach (for use in 2009)	INC
Other	OT

Market_Location_Code	Code
Park/Greenspace Influence	PARK
Lake/River Influence	LAKE
Lakefront Location	LAKF
Downtown Location	DWNT
Highway Location	HWY
Railway Influence	RWY
Industrial Location	IND
Other	OT

Land_Unit_Measure	Code
Square Feet	SF
Acres	AC
Front Feet	FF
Effective Front Feet	EFF
Condo Unit Factors	CF
Other	OT

Imp_Pred_RES_Const_Code	Code
One Family Dwelling	OFD
Duplex (Bi-Level)	DUP
Multi-Family House	MF
Rooming House	RH
Semi-Detached House	SD
Row House	RWH
Town House	TH
Summer Cottage	SC
Mobile Home	MH
Travel Trailer	TT

Imp_Pred_RES_Condition_Code	Code
Excellent	0.5
Superior	0.6
Very Good	0.7
Good	0.8
Above Average	0.9
Average	1.0
Below Average	1.15
Poor	1.30

Imp_Res_Garage	Code
Detached Garage	DET
Attached Garage	ATT
Built In Garage	BIN
Basement Garage	BGR

Primary Audit Data Schema (Layout)

Copy and paste appropriate header below to a new spreadsheet file for initial use:				
Primary Audit Header:				
Submit_Munic_Valuation_Name	Submit_Roll_Year_Date	Submit_Contact	Prop_CAMA_No	Prop_Roll_No
Prop_Tax_Classification	Prop_School_Div_No	Sale_Title_No	Sale_Municipality_Name	Sale_Transfer_Year
Sale_Transfer_Month	Sale_Transfer_Value	Sale_Adj_SP	Land_Assessment_100_Pct	Improvement_Assessment_100_Pct
Toatal_Assessment_100_Pct	ASR	Market_Property_Type	Market_Imp_Valuation_Method	Market_Production_NBHD_Code
Market_Present_Use_Code	Land_Area	Land_Zoning	Imp_Pred_COM_Const_Code	Imp_Pred_RES_Const_Code
Imp_Pred_Quality_Class	Imp_Pred_Condition_Code	Imp_Total_No_Units	Imp_Year_Built	Imp_Effective_Age
Condo_Registered_Bare_Land	Condo_Registered_Improved	Condo_Parent_Code		
<p>If you have any questions please contact Quality Assurance Division at 1-800-667-7262 or quality.assurance@sama.sk.ca</p>				