

Town of Manchester- Assessment & Collection Data File Request Form & Information

To be completed by the person requesting the data file

1	NAME (Last)	(First)	(Organization)
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3	MAILING ADDRESS (# & Street)
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4	MAILING ADDRESS (City, State, Zip Code)
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5	CONTACT PHONE #
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6	CONTACT EMAIL ADDRESS
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All files will be formatted as MS Excel workbooks. Files are available on CD or flash drive; the file will be on a CD unless a flash drive is specified. We can also try emailing the file; however, given the size of some of our files, we can't guarantee successful delivery via email. A \$5.00 shipping and handling fee is added for all files sent by mail. The shipping and handling fee is waived if the file is picked up at the Town of Manchester Office of Assessment Collection (41 Center Street, Manchester, CT, office hours are Monday – Friday from 8:30 AM to 5:00 PM, holidays excluded).

DATA FILE REQUESTED, PLEASE CHECK IF APPLICABLE:

- Standard Real Estate Data File (\$20.00)
- Detailed Real Estate Data File (\$40.00)
- Motor Vehicle Data File (\$20.00)
- Personal Property Data File (\$20.00)
- Delinquent Real Estate Property Tax File (\$20.00)
- Custom File (Pricing varies based on amount of customization)

If requesting a custom file, please indicate the data you are requesting in that file: _____

Payment must be made before we process your file, lead time is approximately five to ten business days from the time we receive your payment until we send your file. We cannot accept online payments for data files, payment must be made by cash, check or money order. If you are paying by cash, please do not mail cash, instead please pay in person at the Office of Assessment & Collection. If paying by check or money order, please make it out to "Town of Manchester" and you can send your check or money order by mail or pay in person at the Office of Assessment & Collection. Our mailing address is: Town of Manchester, Office of Assessment & Collection, PO Box 191, Manchester, CT 06045-0191.

Please complete and include this form with your payment.

Signature X _____ Date _____ Phone # _____

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The Standard Real Estate Data File contains one MS Excel workbook, with two worksheets. The first worksheet contains the following fields: Street #, Street Name, Unit # (typically for condominiums), Owner's Name, Co-Owner's Name, Owner's Mailing Address (Street Address, City, State and Zip Code), Vol/Page, and Land Use Code. The second worksheet contains the following fields: Street #, Street Name, Unit # (typically for condominiums), Owner's Name, Co-Owner's Name, Tax District, Total Land Assessment (70%), Total Building Assessment (70%), Total Misc. Assessment (70%), Total Extra Feature (XF) Assessment (70%), Total Gross Assessment (70%), Land Use Description, and Land Area (Acres). All assessments are gross assessments; exemptions are not contained on this list. The Standard Real Estate Data File is formatted so that each worksheet can be printed on legal-size paper. Each of the two worksheets is approximately 435 pages long each, there are over 18,600 real estate parcels; each parcel is listed on each worksheet, with each parcel contained on one line in each worksheet. All real estate values are reflective as of Manchester's most recent revaluation date, however, values are changed when needed for various reasons, and this list is only accurate as of its run date. Information is deemed reliable, but not guaranteed.

The Detailed Real Estate Data File is a much larger file than the Standard Real Estate Data File. It contains one MS Excel workbook with a single worksheet. Due to the size of this worksheet, it is not formatted for printing. The Detailed Real Estate Data File contains the following fields: Unique ID, Street #, Street Name, Unit # (typically for condominiums), Owner's Name, Co-Owner's Name, Mailing Address (Street Address, City, State, and Zip Code), Vol. & Page, Sale Qualified/Unqualified, Sale Price, Sale Date, 100% Full Market Value for Land, 100% Full Market Value for Building, 100% Full Market Value for Outbuilding/Misc., 100% Full Market Value for Extra Features, 100% Full Market Value Total, 70% Assessed Value for Land, 70% Assessed Value for Building, 70% Assessed Value for Outbuilding/Misc., 70% Assessed Value for Extra Features, 70% Assessed Value Total, Tax District, Land Use Code, Land Use Code Description, Zoning District, Land Area (Acres), Model Description, Style Description, # of Stories, Exterior Wall 1 Description, Exterior Wall 2 Description, Roof Structure Description, Roof Cover Description, Interior Wall 1 Description, Interior Wall 2 Description, Interior Floor 1 Description, Interior Floor 2 Description, Heat Fuel Description, Heat Type Description, # of Bedrooms, # of Total Rooms, # of Full Bathrooms, # of Half Bathrooms, Actual Year Built, Gross Area (SF), Living Area (SF). Properties with more than one building will contain a separate line for each building, making this list nearly 19,300 rows long. All real estate values are reflective as of Manchester's most recent revaluation date, however, values are changed when needed for various reasons, and this list is only accurate as of its run date. Information is deemed reliable, but not guaranteed.

The Motor Vehicle Data File contains the data for the most recent Regular Motor Vehicle Grand List as of signing (January). Each vehicle contains its own row, and there are approximately 46,000 vehicles on Manchester's Motor Vehicle Grand List. This file is formatted for printing on legal-size paper, but if printed in its entirety, it would be close to 1,250 pages long. This file contains the following fields: List #, Taxpayer, Care Of, Mailing Address (Street Address, City, State, Zip Code + 4), Vehicle Year, Vehicle Make, Vehicle Model, Vehicle Class Code, VIN, Style, Primary Color, and Net Assessment (70%). Connecticut State Statute does not allow for the disclosure of license plate numbers or dates of birth, so these fields are not available.

The Personal Property Data File contains the data for the most recent Personal Property Grand List as of signing (January). Each account contains its own row and there are over 3,000 accounts. This file is formatted to print on legal-sized paper, and would be roughly 85 pages long if printed. This file contains the following fields: List #, Account #, Taxpayer, D/B/A, Mailing Address (Street Address, City, State, Zip Code), Tax District, Property Location Street #, Property Location Street, Gross Assessment (70%), and Net Assessment (70%). State Statute restricts the personal property information that can be disclosed, so certain fields are not available.

The Delinquent Real Estate Property Tax List File contains the tax data as of the run-date of the file. Taxes are paid frequently, and additional interest and fees accrue on the first day of each net month, so the tax balances will change frequently. This file is not formatted for printing, and the length of this file will vary, based on the run date and the number of years the customer buying the file requests. It is not generally recommended that customers include the most recent Grand List year billed because that will make the file much longer, and most of our taxpayers pay their taxes and bring their account current by the end of the fiscal year. Manchester has a tax deferral program for qualifying seniors (The H.E.L.P. Program), and participants in the H.E.L.P. Program are not included in the Delinquent Real Estate

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Property Tax File because these taxpayers are not considered delinquent. In addition, only Town of Manchester taxes are included in this file, Eighth District taxes are not included (the Eighth District can be reached at 860-643-9648 if you wish to contact them regarding Eighth District taxes). Water & Sewer delinquencies are not included in this file (the Water & Sewer Department can be reached at 860-647-3114 if you wish to obtain delinquent Water & Sewer account information). This file contains the following fields: Bill #, District, Taxpayer Name, Total Tax, Total Adjustment, Total Paid, Tax Due, Interest Due, Lien Fees Due, Fees Due, Total Due, Property Location, Unique ID, Mailing Address.

Custom Files can be created based on the customer's request. Pricing will vary based on what is requested. In the past, we have had customers who requested items such as only single-family houses, or multi-family houses, only ranch houses, only condominiums, only vacant land, only properties with swimming pools, only properties valued over \$1,000,000, only houses built before 1950, only lot sizes great than 1.00 acres, only properties with oil heat, motor vehicle delinquent tax files, personal property delinquent tax files, etc. For the most part, any data in our system (subject to legal and legislative restrictions) can be included in a file. However, because our CAMA system (Computer-Aided Mass Appraisal) and our Administrative software system, and our tax billing system are all different databases, and cross-referencing or combining files among the different databases is not always possible. For example, we cannot provide a delinquent tax file for just single-family dwellings. If you are interested in specific data not contained in any of the lists profiled above, or you prefer that one of the lists above be parsed to include only certain items or property types, please let us know exactly what you need, and we will be able to tell you if we can provide what you are looking for, and a quote for how much it will cost.

ALL PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE.

If you have questions or need more information, please call 860-647-3011, or email jrainaldi@manchesterct.gov.

Thank you.