

Document must
contain
all 18 columns

File Layout for DR-405
Asset Detail Submission

Column Letter	Column Heading	Field Length	Field Description	Acceptable Values
A	Account Number	Up to 13 Characters	Sarasota County Tangible Account Number	Alphanumeric; B99999.9999 or F9999-99-9999; Required
B	Asset Description	Up to 30 Characters	Asset Description to identify asset for appropriate economic life	Alphanumeric; required
C	Inventory Number	Up to 12 Characters	Business identifying inventory number	Alphanumeric or blank
D	Quantity	Up to 4 Characters	Quantity of assets	Numeric; required
E	Year New	4 Characters	Vintage year of asset	Numeric; required
F	Year Installed	4 Characters	Year item was installed	Numeric; required
G	Original Installed Cost	Up to 8 Characters	Original installed cost including shipping, tax and installation	Numeric; required
H	Condition	3 Character	Condition of asset	Alpha;(EXC) Excellent, (GDD) Good, (AVG) Average, (BAV) Below Average, (POR) Poor or blank
I	Taxpayer Opinion of Value	Up to 8 Characters	Taxpayer's estimate of value rounded to whole dollars	Numeric or blank
J	Year Disposed	4 Characters	If disposed, year of disposal	Numeric or blank
K	Street Number	Up to 6 Characters	Street number portion of asset's situs address	Numeric or blank
L	Street Name	Up to 30 Characters	Street name where equipment is located	Alphanumeric; required
M	Street Name Suffix	Up to 4 Characters	Street suffix where equipment is located	Alpha; (AVE) Avenue, (BLVD) Boulevard, (CIR) Circle, (CT) Court, (EXT) Extension, (LN) Lane, (PK) Park, (PKWY) Parkway, (PL) Place, (PT) Point, (RD) Road, (SQ) Square, (ST) Street, (TER) Terrace; required
N	Street Direction	1 Character	Street direction where equipment is located	Alpha; (N) North, (S) South, (E) East, (W) West or blank
O	City	Up to 15 Characters	City where equipment is located	Alpha; required
P	Zip	5 Characters	5 Digit zip where equipment is located	Numeric; required
Q	Zip+4	4 Characters	4 Digit additional routing code	Numeric or blank
R	Unit	Up to 6 Characters	Unit number where equipment is located	Alphanumeric or blank