

Document must  
contain  
all 18 columns

File Layout for DR-405  
Asset Detail Submission

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