

DEKALB COUNTY BOARD OF ASSESSORS

325 Swanton Way • Decatur, GA 30030 • 404-371-0841

FULL FILE REQUEST

DeKalb County Parcel File • Flash Drive

Because we cannot provide specialized reports, all real property data is available for purchase on a Full File flash drive. Details and purchase instructions are below.

1. WHAT THE FLASH DRIVE CONTAINS

- A. The files include all real property parcels in DeKalb County — Residential, Commercial, Exempt, Historic, Conservation Use, and Public Utilities — plus accompanying code descriptions. We do not create specialized reports. You can extract any field or subset (e.g., apartments, warehouses, single-family) from the files yourself.
- B. The flash drive is updated three times per year:
- Annual Assessment Notice generation (end of May)
 - Digest approval by the Department of Revenue (end of July)
 - End of year

2. SYSTEM REQUIREMENTS

You will need Microsoft Excel 2003 or later to open the files. We do not provide software installation or technical support for the purchaser.

3. PAYMENT

Payment of \$100.00 must be made by check or money order. We do not accept credit or debit cards. Payment is required in advance. You will be notified when the flash drive is ready for pickup or mailing. Use of air services (FedEx, UPS, etc.) is at the purchaser's expense.

4. DELIVERY OF FLASH DRIVE

☐ I will pick up the flash drive in person (include email and/or phone below for contact)

Or provide the name and address where the flash drive should be mailed once payment is received:

Name

Street Address

Address Line 2

City

State

ZIP

Phone / Email (for notification)

AGREEMENT

I understand all of the above and agree to the limitations as described.

Signature *

Date *

SUBMIT THIS FORM WITH PAYMENT TO

DeKalb County Board of Assessors

Attn: Shervonne Henderson

325 Swanton Way

Decatur, GA 30030

Email: sdhenderson@dekalbcountyga.gov