

Because we are unable to provide specialized reports, all real property data is made available for purchase on our Full File flash drive. A description of the data and format along with instructions for purchase is included below.

**DEKALB COUNTY PARCEL FILE
(FULL FILE)
FLASH DRIVE**

1. WHAT THIS FLASH DRIVE CONTAINS:

- A. These files consist of all real property parcels in DeKalb County. This includes Residential, Commercial, Exempt, Historic, Conservation Use and Public Utilities. Accompanying code descriptions are included with the data. **We do not create specialized reports.** You will be able to extract any field/data from the files for specific properties, i.e., apartments, warehouses, single family, etc.
- B. The flash drive contents are 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 the Microsoft Excel 2003 (or greater) database program to load the files.
We do not provide this service for the purchaser.

3. PAYMENT:

Payment of \$100.00 (US currency) must be made in the form of check or money order. We do not accept credit/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 **expense of the purchaser.**

I UNDERSTAND ALL OF THE ABOVE AND AGREE TO THE LIMITATIONS AS DESCRIBED.

SIGNATURE

DATE

Please sign this form and send it with your payment to:
DeKalb County Board of Tax Assessor
Attn: Shervonne Henderson
325 Swanton Way
Decatur, GA 30030