



# BC ASSESSMENT

## Monthly Sales Report

*User Guide*

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## PURPOSE OF THIS USER GUIDE

This guide was created to provide users with:

1. Details and additional information about the Monthly Sales Report including:
  - a. Delivery
  - b. Format
  - c. Data elements definitions
  - d. Report specifications
  - e. Filters used within report
2. Contact details

## MONTHLY SALES DATA REPORT

### DELIVERY

If you've registered to receive the Monthly Sales Report, an email will be automatically delivered to you on the second Tuesday of every month. The Assessment Area(s) you have selected will be reflected in the attachment.

If you have requested multiple Assessment Areas and have elected to receive one Monthly Sales Report per Assessment Area, for example, you will receive more than one email.

The Monthly Sales Report includes a conveyance date range which covers the time period included in the report. You can find the conveyance date range on the second tab of the report:

#### Prompts selected:

- 1) From date <> 1-Dec-20
- 2) To Date <> 28-Feb-21
- 3) Areas Selected <> 01

### FORMAT

The default delivery format is in Excel 2007 in .xlsx, however, the report may be delivered in other formats. If you are interested in receiving the report in another format, please contact the Data Services Team.

The report includes two tabs "Conveyance\_Data\_1" and "Report Description\_2." The "Conveyance\_Data\_1" tab includes the sales data and the "Report Description\_2" tab provides you with more information about the report including what Assessment Area(s) the report is filtered on. For example:

**Prompts selected:**

- 1) From date <> 1-Dec-20
- 2) To Date <> 28-Feb-21
- 3) Areas Selected <> 01

## DEFINITION OF DATA ELEMENTS

There are a number of data elements included within the Monthly Sales Report. Data Element descriptions are provided below.

Data Element	Description
Area Code	Administrative assessment area as defined by BCA
Area Description	Description of the Area Code
Jur Code	Municipal and rural jurisdiction as defined by BCA. "Jur" refers to jurisdiction.
Jur Description	Description of the Jurisdiction Code. "Jur" refers to jurisdiction.
Roll Number	Identifier assigned to identify a specific property. A roll number is unique within a jurisdiction but may not be unique across the province.
Neigh Code	Assigned by BCA to groups of properties to organize a jurisdiction to market areas. Next level of categorization below jurisdiction. "Neigh" refers to neighbourhood.
Neigh Description	Description of the Neigh Code. "Neigh" refers to neighbourhood.
Property Address	The physical location of a property. Also known as "civic address" or "situs."
Street Name	The street name and street type as found in the Property Address
Legal Description	Can include block, district lot, land district, PID, Lot, Meridian, Part, Plan, Range, Section, Township and freeform description. Data comes from Land Title and Survey Authority.
PID	Parcel Identifier or PID is a unique nine-digit identifier associated with a parcel of land in BC assigned by the Land Title and Survey Authority. If a property has multiple PIDs, then only the PID with lowest number is provided.
Primary Actual Use Code	A three digit code defined by BC Assessment, denotes how the property is being used. Each folio can only have one primary actual use code.
Primary Actual Use Desc	Description of the Primary Actual Use Code. "Desc" refers to description.
Pred Manual Class Code	Defined by BC Assessment. Categorizes a building's architectural age, number of storeys and the quality of its construction components and design.  Report includes the Predominant Manual Class code for each folio. "Pred" refers to Predominant.
Pred Manual Class Desc	Description of the Predominant Manual Class Code. "Pred" refers to Predominant and "Desc" refers to description.

Data Element	Description
Land Actual Value	The contributory value of land to Total Actual Value
Improvement Actual Value	The contributory value of improvements to Total Actual Value
Total Actual Value	For most properties, the market value of fee simple interest in land and improvements. Some properties are assessed at values other than market value.
Land Dimension	Land Dimension Type can be Acres, Square Feet or Width * Depth. This defines the unit of measure for data reported in Land Size.
Land Size	If Land Dimension Type is Acres, Land Size is the size of the parcel in acres. If Land Dimension Type is Square Feet, Land Size is the size of the parcel in square feet. Width* Depth is Land Depth * Land Size in square feet. If Land Dimension Type is Width * Depth, Land Size is the width of the parcel in feet. All land sizes are imperial measure.
Land Depth	If Land Dimension Type is Width * Depth, Land Depth is the depth of the parcel in feet. Width* Depth is Land Depth * Land Size in square feet. If Land Dimension Type is Acres or Square Feet, Land Depth is blank.
Document Number 1	An identifier issued by Land Title Office (LTSA)
Conveyance Date 1	The date at which a property was conveyed, or the date an interest was registered in the land title register. Data comes from Land Title and Survey Authority.
Conveyance Price 1	The value for which the property was conveyed. Data comes from Land Title and Survey Authority.
Sale Category 1	Sales Category 1 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sale Category 01 - Sale
Sale Type 1	The values for the Sale Type field can be: Vacant, Improved or Manufactured Home. If the Sale Category is Manufactured Home, the sale does not include land.
Sale Status 1	Sales Status 1 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sales Status 01 - Qualified.
Multi Sale Flag 1	Indicates that a transfer of property or title involved more than one parcel.
Document Number 2	An identifier issued by Land Title Office (LTSA)
Conveyance Date 2	The date at which a property was conveyed, or the date an interest was registered in the land title register. Data comes from Land Title and Survey Authority.
Conveyance Price 2	The value for which the property was conveyed. Data comes from Land Title and Survey Authority.
Sale Category 2	Sales Category 2 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sale Category 01 - Sale
Sale Type 2	The values for the Sale Type field can be: Vacant, Improved or Manufactured Home. If the Sale Category is Manufactured Home, the sale does not include land.
Sale Status 2	Sales Status 2 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sales Status 01 - Qualified.
Multi Sale Flag 2	Indicates that a transfer of property or title involved more than one parcel.
Document Number 3	An identifier issued by Land Title Office (LTSA)

Data Element	Description
Conveyance Date 3	The date at which a property was conveyed, or the date an interest was registered in the land title register. Data comes from Land Title and Survey Authority.
Conveyance Price 3	The value for which the property was conveyed. Data comes from Land Title and Survey Authority.
Sale Category 3	Sales Category 3 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sale Category 01 - Sale
Sale Type 3	The values for the Sale Type field can be: Vacant, Improved or Manufactured Home. If the Sale Category is Manufactured Home, the sale does not include land.
Sale Status 3	Sales Status 3 reports <i>blank</i> as the criteria for the Monthly Sales Report <b>only</b> includes Sales Status 01 - Qualified.
Multi Sale Flag 3	Indicates that a transfer of property or title involved more than one parcel.

## REPORT DATA ELEMENTS - SPECIFICATIONS

The report includes 42 columns of property, parcel and sales information. Specifications are listed below:

Data Element	Type	Length (MAX)	Format	% Availability
Area Code	Character	2	Alpha	100
Area Description	Character	Variable	Alpha	100
Jur Code	Character	3	Alpha	100
Jur Description	Character	Variable	Alpha	100
Roll Number	Character	15	Alpha - Note this field is not left padded with zeroes but leading zeroes are part of the Assessment Roll Number	100
Neigh Code	Character	6	Alpha	100100
Neigh Description	Character	Variable	Alpha	100
Property Address	Character	Variable	Alpha	
Street Name	Character	Variable	Alpha	
Legal Description	Character	255	Alpha	100
PID	Numeric	11	999-999-999	100
Primary Actual Use Code	Character	3	Alpha	100
Primary Actual Use Desc	Character	Variable	Alpha	100
Pred Manual Class Code	Character	4	Alpha	
Pred Manual Class Desc	Character	Variable	Alpha	
Land Actual Value	Numeric	12	999999999999	
Improvement Actual Value	Numeric	12	999999999999	
Total Actual Value	Numeric	12	999999999999	

Data Element	Type	Length (MAX)	Format	% Availability
Land Dimension	Character	Variable	Alpha	
Land Size	Numeric	10	10 Acres	
Land Depth	Numeric	Variable	Numeric	
Document Number 1	Character	Variable	Alpha	
Conveyance Date 1	Date	9	DDMMMYYYY	100
Conveyance Price 1	Numeric	12	999999999999	100
Sale Category 1				
Sale Type 1	Character	17	Vacant, Improved or Manufactured Home	
Sale Status 1				
Multi Sale Flag 1	Character	1	T or F	
Document Number 2	Character	Variable	Alpha	
Conveyance Date 2	Date	9	DDMMMYYYY	
Conveyance Price 2	Numeric	12	999999999999	
Sale Category 2				
Sale Type 2	Character	17	Vacant, Improved or Manufactured Home	
Sale Status 2				
Multi Sale Flag 2	Character	1	T or F	
Document Number 3	Character	Variable	Alpha	
Conveyance Date 3	Date	9	DDMMMYYYY	
Conveyance Price 3	Numeric	12	999999999999	
Sale Category 3				
Sale Type 3	Character	17	Vacant, Improved or Manufactured Home	
Sale Status 3				
Multi Sale Flag 3	Character	1	T or F	

## FILTERS USED IN THE REPORT

### ASSESSMENT AREAS

A report is filtered on the BC Assessment Areas, as per the chart below. You may receive one or many Assessment Area(s), depending on your organization’s needs.

Assessment Area Code	Assessment Area Description
01	Capital
04	Central Vancouver Island
06	Courtenay
08	North Shore-Squamish Valley
09	Vancouver
10	North Fraser
11	Richmond-Delta
14	Surrey-White Rock
15	Fraser Valley
17	South Okanagan
19	Central Okanagan
20	North Okanagan
21	Nelson/Trail
22	East Kootenay
23	Kamloops
24	Cariboo
25	Northwest
26	Prince George
27	Peace River
31	First Nations-Capital
34	FN - Central Vancouver Island
36	First Nations-Courtenay
38	FN-North Shore-Squamish Valley
39	FN - Vancouver
45	First Nations-Fraser Valley
47	First Nations-Penticton
49	First Nations-Kelowna
50	First Nations-Vernon
51	First Nations-Nelson/Trail
52	First Nations-East Kootenay
53	First Nations-Kamloops
54	First Nations-Cariboo
55	First Nations-Northwest
56	First Nations-Prince George
57	First Nations-Peace River



### SALE CATEGORY

Sales Category reports *blank* as the criteria for the Monthly Sales Report **only** includes Sale Category 01 - Sale

A “Sale” is a real property transaction which involves the transfer of an interest in real property from one party to another party.

### SALE STATUS

Sales Status reports *blank* as the criteria for the Monthly Sales Report **only** includes Sales Status 01 - Qualified.

A “Qualified” sale is: Data from Land Title and Survey Authority (LTSA) indicates the sale meets criteria to be used for analysis. Please see Glossary found on our website for more descriptions: <http://bcassessment.ca/About-Us/glossary>

### CONVEYANCE DATE WITHIN THE LAST 3 MONTHS

The report only includes conveyance data for properties in BC properties that have been conveyed in the last 3 months prior to the month of the run date. Example: the August report will contain conveyance information for May/June/July.

### CONVEYANCE DATE AND CONVEYANCE PRICE

Only Conveyance date and Conveyance price are included. Sales date and Sale price are not included within the report.

Sale date refers to the date the parties entered into a contract of purchase and sale. Conveyance is the date of a sale, or other ownership transfer, that is recorded in land title register by Land Title and Survey Authority (LTSA).

## CONTACT INFORMATION

If you have any questions regarding your contract with BC Assessment, pricing or invoicing, please contact the Data Partnerships Team.

### DATA PARTNERSHIPS TEAM

Customer Division  
400-3450 Uptown Blvd.  
Victoria, BC  
V8Z 0B9

Phone: 1-866-valueBC (825-8322) x 00119  
Email: [propertyinfo@bcassessment.ca](mailto:propertyinfo@bcassessment.ca)

If you have any questions regarding the Monthly Sales Report or other products, please contact the Data Operations Team.

### DATA OPERATIONS TEAM

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