

## **OPA Property CD Data Dictionary – 2019 Certified Values**

Document Name: Property CD Data Dictionary Certified 2019 v1.0.pdf

Revised: 8/26/2015

REF	FIELD NAME	FIELD DESCRIPTION	LNG	USE
10	PARCEL	PARCEL NUMBER	9	CONTROL FIELD
20	LOC	LOCATION	25	DECODED LOCATION OF PROPERTY
30	OWNER1	OWNER 1	25	FIRST LISTED OWNER OF THE PROPERTY
40	OWNER2	OWNER 2	25	2ND LISTED OWNER OF THE PROPERTY
50	CENSUS	CENSUS TRACT	3	CENSUS TRACT
60	ZIP	ZIP CODE	9	9 DIGIT ZIP CODE
70	WD GEO	GEOGRAPHIC WARD	2	PROPER WARD FOR PSEUDO WARDS
80	ST CD	STREET CODE	5	CODED STREET NAME TABLE
90	HOUSE NO	HOUSE NUMBER	5	ACTUAL ADDRESS NUMBER OF THE PROPERTY
100	SUFF	SUFFIX	1	CODE FOR VARIOUS REASONS
110	UNIT	UNIT	7	UNIT NUMBER OF AREA AT SAME ADDRESS AS OTHERS
120	EXT	HOUSE EXTENSION	2	HIGH ORDER NUMBER FOR A MULTI-ADDRESS PROPERTY
130	RCD DT	RECORDING DATE	8	DATE PRESENTED TO RECORDS
140	SALE DATE	SALE DATE	8	DATE PROPERTY SOLD MM DD YYYY
150	SALE PR	SALE PRICE	12	12 POSITIONS NO DECIMAL
160	SALE TY	SALE TYPE	1	FAMILY, SHERIFF, ETC. TABLE
170	UNF	UNFINISHED	1	FLAG ACCOUNTS UNDER CONSTRUCTION
180	ASSMT DT	ASSESSMENT DATE	8	DATE OF LAST ASSESSMENT
190	MV DT	MARKET VALUE DATE	8	DATE OF LAST MARKET VALUE CHANGE
200	MV	MARKET VALUE	12	CERTIFIED MARKET VALUE
210	TX LND	TAX LAND	10	CERTIFIED TAXABLE LAND ASSESSMENT
220	TX BLDG	TAX BUILDING	10	CERTIFIED TAXABLE BUILDING ASSESSMENT
230	XMPT LND	EXEMPT LAND	10	CERTIFIED EXEMPT LAND ASSESSMENT
240	XMPT BLDG	EXEMPT BUILDING	10	CERTIFIED EXEMPT BUILDING ASSESSMENT
250	CAT CD	CATEGORY CODE	1	CATEGORY CODE TABLE
260	BLDG CD	BUILDING CODE	5	BUILDING CODE TABLE
270	ZONE	ZONING	5	LEGAL USE PER LICENSES AND INSPECTION
280	LND USE	LAND USE	6	LAND USE CODE TABLE
290	DES AREA	DESIGNATED AREA	2	SPECIAL DEFINED AREA
300	AREA USE	AREA USAGE	1	AREA USAGE RESIDENTIAL - LIGHT COMMERCIAL ETC.
310	SITE TYP	SITE TYPE	1	TABLE
320	FRT	FRONTAGE	11	11 POS. 2 DEC. FRONT DIMENSION OF PROPERTY
330	DPT	DEPTH	11	11 POS. 2 DEC. DEPTH OF PROPERTY
340	SHP	SHAPE	1	INDICATES IRREGULAR PROPERTY LINE
350	TOT AREA	TOTAL AREA	11	11 POS. 2 DEC. TOTAL LAND AREA OF PROPERTY
360	TOP	TOPOGRAPHY	1	RELATION TO STREET LEVEL
370	GRG TYP	GARAGE TYPE	1	GARAGE LOCATION
380	GRG SP	GARAGE SPACES	2	NUMBER SHELTERED SPACES
390	OFF ST	OFF STREET OPEN	2	OPEN SPACES
400	VIEW	VIEW	1	TABLE

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410	OTR BLDG	OTHER BUILDING	1	OTHER BUILDINGS ON SITE
420	STORIES	NUMBER STORIES	3	3 POS. 1 DEC. NUMBER OF STORIES
430	GEN CONST	GENERAL CONSTRUCTION	1	TYPE CONSTRUCTION TABLE
440	TYP DWELL	TYPE DWELLING	1	TYPE TENANT OCCUPIED DWELLING
450	DT EXT COND	DATE EXTERIOR CONDITION	8	DATE EXTERIOR INSPECTED
460	EXT COND	EXTERIOR CONDITION	1	EXTERIOR APPEARANCE
470	QLT GRD	QUALITY GRADE	1	BUILDING WORKMANSHIP
480	YR BUILT	YEAR BUILT	4	YEAR BUILT
490	EST YR BLT	YEAR BUILT ESTIMATE	1	FLAG IF YEAR BUILT WAS AN ESTIMATE
500	FLR PLAN	FLOOR PLAN	1	TABLE
510	NO RM	NUMBER OF ROOMS	3	3 POS. 1 DEC. NUMBER OF ROOMS
520	NO BD	NUMBER OF BEDROOMS	3	3 POS. 1 DEC. NUMBER OF BEDROOMS
530	NO BATH	NUMBER OF BATHROOMS	3	3 POS. 1 DEC. NUMBER OF BATHROOMS
540	BASMT	BASEMENT	1	TYPE OF BASEMENT TABLE
550	BASMT SQFT	BASEMENT SQUARE FEET	11	11 POS. 3 DEC. SQUARE FEET OF BASEMENT
560	FIRE	FIREPLACES	2	NUMBER OF FIREPLACES
570	TYP HEAT	TYPE HEATER	1	TYPE OF HEATER FROM TABLE
580	FUEL	FUEL	1	TYPE OF FUEL FROM TABLE
590	CNT AIR	CENTRAL AIR	1	FLAG IF PROPERTY HAS CENTRAL AIR
600	INT COND	INTERIOR CONDITION	1	INTERIOR CONDITION FROM TABLE
610	AMTY	AMENITY	4	UP TO FOUR 1 POSITION CODES FROM TABLE
620	TYP IMP	TYPE IMPROVEMENT	1	IMPROVEMENT FROM TABLE
630	UTLY	UTILITY	1	FUNCTIONAL UTILITY FROM TABLE
640	SEW	SEWER	1	FLAG IF NO CONNECTION TO CITY SEWER
650	SEP UTS	SEPARATE UTILITIES	1	SEPARATE UTILITIES FOR APARTMENTS TABLE
660	TOT LIV AREA	TOTAL LIVABLE AREA	7	TOTAL DWELLING LIVABLE AREA
670	OFF PROP	OFF PROPERTY FLAG	1	INDICATES A OFF PROPERTY RECORD EXISTS
680	BK PG	BOOK AND PAGE	7	RECORDS DEPARTMENT INFORMATION
690	REG NO	REGISTRY NUMBER	15	RECORDS DEPARTMENT INFORMATION
700	CROSS REF	CROSS REFERENCE	9	PREVIOUS ACCOUNT NUMBER
800	END	END OF RECORD	1	E' INDICATES END OF RECORD

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### **10 PARCEL NUMBER**

This is a unique nine-digit parcel identifier/account number created by the Board of Revision of Taxes Staff to identify a specific property.

Example: 42-2-0002-01

WARD 42

BOOK 2

ACCOUNT NUMBER 0002

SUB-NUMBER 01

### **Ward Book and Descriptions**

<u>Ward</u>	<u>Book</u>	
1 to 66	All	Residential and Low-Valued Taxable Apartments, Commercial, Industrial and Institutional
77	All	Institutional
78	All	Governmental
88	1	Apartments – Conventional
88	2	All Major General Commercial Properties (Except for those in Book 3)
88	3	Office Buildings, Subterranean, Bank Buildings, Parking Garages, Hotels
88	4	Industrial, Some Public Utilities, Some Railroads
88	5	Large Tracts of Vacant Land
88	6	Subsidized Apartments
88	7	Not Used
88	8	Condominiums (Residential, Commercial and Industrial)

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### **20 LOCATION**

This is the decoded location, using the house number, street code, unit number and house extension.

### **30 OWNER 1**

The first name in the grantee section of the deed.

### **40 OWNER 2**

The second name in the grantee section of the deed.

### **50 CENSUS TRACT**

Census tract is a defined area established by the Census Bureau.

### **60 ZIP-CODE**

This is a nine-digit field which identifies the full zip code.

### **70 GEOGRAPHIC WARD**

This is the original ward prior to forming the pseudo wards 77, 78 and 88.

### **80 STREET CODE**

This is a five-digit number originally established by the Water Department. This list is expanded and maintained by BRT Data Processing. See file.

### **90 HOUSE NUMBER**

A five-digit field which indicates a specific property address on a block. Odd numbers are normally on the North or East side of a street. Even numbers are on the South or West side of a street.

### **100 SUFFIX**

This is an extension of the address. In past years, because of improper planning, no space may have been left between addresses or because the width of the lot was narrow, an address with ½ was created. This is no longer permitted.

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The following are the only allowable codes for suffix:

2 - to indicate ½ in address

R - to indicate Rear in address

A - to indicate Air Rights

S - to indicate Subterranean Rights

M - to indicate Air Rights and Subterranean Rights on a given property.

E – Encroachment

L - Leasehold

A specific location with multiple properties in the rear will be designated by using the unit number, not the suffix. That is, a frontage property with three properties in the rear would have R1, R2 R3 in the unit number. If there are multiple Air Rights (that is the splitting of the fee simple estate on a vertical basis) they would be expressed as A-1, A-2, A-3 etc.

### **110 UNIT**

This is either the specific condominium unit number in a condominium building, complex, etc. or where there are several rear, air, or subterranean properties.

### **120 HOUSE EXTENSION**

In a range of property address numbers for a specific property, this would be the highest number.

Example: 6500-08 N. 2<sup>nd</sup> St.

The 08 is the extension.

### **130 RECORDING DATE**

The date the deed was presented to records.

### **140 SALE DATE**

The date the deed was transferred.

### **150 SALE PRICE**

This is the sale price or consideration in the deed, the fair market value on the affidavit in the deed or the projected consideration.

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### **160 SALE TYPE**

Sale/Type Codes	Description
Blank	Ratio of assessment to sale price from 1% to 100% and good sale
1	No Commonwealth of PA/City of Philadelphia Transfer Tax Indication
2	Forced, Sheriff, Bankruptcy or Court-ordered Sales, Condemnation, Deed in lieu of Condemnation
3	Deed of subdivision or consolidation or containing multiple properties or assemblage
4	Sales between related parties, i.e. Grantor/Grantee, Owner/Tenant
5	Ratio of assessment to market value or sale price is under 1%
6	Deeds with properties that overlap the county line or include other jurisdictions
7	Flood Properties
8	Resale of property on same day or within a short period of time
9	Part ownership in a property conveyed. Less than 100% of fee simple title was transferred

### **SALE TYPE**

Sale/Type Code	Description
A	Ratio of assessment to market value or sale price is over 100%
B	Unfinished improvements. Improvements underway, repairs without permits
C	Property purchased or sold by exempt owner
D	Nominal sale price (less than \$500)
E	Non-typical conditions of sale or terms of financing

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- F Partial assessment, assessment for lot, building not yet assessed
- G Proper District not known, no legal description
- H Deeds of Correction, Quit Claim, Reversion, Adverse Possession or Duplication
- I Assessments by law can only be on real estate. Sales possibly including furniture, fixtures, equipment, tax benefits inventories, goodwill, business entities, products, entitlements or other personal property; should be reviewed
- J Others, for some reason does not meet the criteria in the definition of market value. Similar to STEB code 20
- K No Assessment. Similar to STEB code 2
- L Sale deferred for closer review by Evaluation staff
- M Closer review of sale completed. Sale determined to be good, bona fide and at arms length. This then becomes similar to blank
- V Market Review Complete – Supportable by market values and sale prices in area. This then becomes similar to blank
- X Unverified automatic records department update (also identified as \$3.00 in the consideration field)

(N,O,P,Q,R,S,T,U,W,Y AND Z ARE NOT BEING USED)

### **170 UNFINISHED**

This is an unfinished status code. “U” indicates an unfinished status for construction.

### **180 ASSESSMENT DATE**

The date the assessment was last changed. This is only year month the day is zero, at this time.

### **190 MARKET VALUE DATE**

The date the market value was last reviewed. This is only year month the day is zero, at this time.

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### **200 MARKET VALUE**

The certified market value of the property.

### **210 TAXABLE LAND**

Land assessment at certification.

### **220 TAXABLE BUILDING**

Building assessment at certification.

### **230 EXEMPT LAND**

Exempt land assessment at certification.

### **240 EXEMPT BUILDING**

Exempt building assessment at certification.

### **250 CATEGORY CODE**

1. Residential
2. Hotels and Apartments
3. Store with Dwelling
4. Commercial
5. Industrial
6. Vacant Land

### **260 BUILDING CODE**

This is a five-character code. It is a mixture of letters (alpha) and/or numbers (numeric). The two low order digits are not used at this time.

### **270 ZONING**

This is a code which identifies the legal uses that are permitted at the property. It is usually a mixture of letters and numbers. It can be found in the zoning maps at the Department of Licenses and Inspection.



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### **280 LAND USE CODE**

This is the 6-digit land use code, same as used by Montgomery County for describing the use of the parcel.

### **290 DESIGNATED AREA**

This is a defined area with specific boundaries that are assigned by the responsible evaluator.

### **300 USAGE**

Usage on block or in immediate area or condominium complex.

Residential relates to single family dwellings, condos, duplexes, triplexes, and quadruplexes.

- a. Residential - 100% of block is one to four family dwellings.
- b. Residential - Light Commercial (typical urban block with corner stores/offices)

Commercial relates to any establishment which is commercial in nature. Examples include stores, offices, auto repair shops, auto body shops, beer distributors, parting lots, service stations, fast food franchises, convenience stores, etc.

- c. Residential - Heavy Commercial

(Large stores, office buildings, supermarkets, service stations, shopping centers, strips of stores, etc. - Above average foot and vehicle traffic.)

- d. Residential - Industrial

Industrial relates to anything that is more or less an industrial use. This would include factories, manufacturing plants, shops, storage yards, warehouses, etc.

- e. Residential - Commercial Industrial

- f. Other

In the event there is usage not identified as residential, commercial or industrial, you can identify it under "other". This could be multi-family (5 units or more), institutional, recreational, etc. a note on this may be included under comments at the end.

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### **310 SITE TYPES**

- a. An inside location on the block is typical of most properties in the City.
- b. The corner would be a property that would be the first property on the block and is located at the corner of at least two intersecting streets.
- c. The breezeway is a firebreak between rows. It may be used for drainage, light and air, or side yards. It looks like a corner, but it is not at the intersection of two crossing streets. It usually has grass or a City-owned drained right of way between the dwellings.
- d. The end row is an end dwelling or lot with a common driveway on the side.
- e. The interior relates to a rear lot with no frontage on the street. It is located behind a frontage property. A court trinity house could have this type lot.
- f. Land locked. No ownership or contiguous land to permit access.
- g. Penthouse

### **320 FRONTAGE**

When looking towards the site, this relates to the width of the lot as it abuts the principal street.

### **330 DEPTH OF PROPERTY**

The depth is measured from the principal street back to the rear property line or secondary street. In the case of different depths of parallel side lines, take an average. In the case of irregular, take the deepest measurement. On corner sites, use the second street frontage as the depth.

### **340 SHAPE**

Regular-rectangular is typical. Most properties in the City of Philadelphia are laid out on streets in a grid pattern and the lots are rectangular in shape. A square lot would also be regular. In most cases it will be typical and coded "E".

- a. Irregular - This would be a lot other than a square, rectangular or a triangle. It is not a grossly irregular shape.
- b. Grossly Irregular - This relates to a shape that may include curves, narrow portions, long access driveways or shapes where there are possibly portions of the site that cannot be

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utilized because of the physical shape.

- c. Triangular - This is a parcel of land that is triangular in shape.
- d. Right of way - A long narrow parcel of land.
- e. Rectangular

### **350 LAND AREA**

Total land area of property

This is the calculation of frontage times depth for a rectangular or regular shaped lot. It is the sq. ft. area calculation for all other type lots. An acre is the total square footage of the site divided by 43,560 square feet. Inches and fractions of inches must be converted to decimals. This can be done utilizing the decimal conversion chart or calculator. For irregular shaped lots, land area must be calculated. On regular shaped lots, it will be calculated automatically.

### **360 TOPOGRAPHY**

Most lots in the City are at street level. This is a site that would be at street or sidewalk grade or level with a slight contour to permit drainage away from the property. This is typical and should be indicated as 'F' or level. Use one of the following that is most appropriate.

- a. Above Street Level - This would be topography where you would have to walk up over two (2) flights of steps from the front and rear or is hilly or slopes upward sharply. This could pose a problem for development.
- b. Below Street Level - This relates to topography that is below the level of the sidewalk and street. You have to go down steps or an embankment. This could pose a problem for drainage and development.
- c. Flood Plain - This is a site that falls within an identified Zone A flood hazard zone. This is normally found in close proximity to flowing water or a high water table. Typically it can be found in South and S.W. Phila., and along the rivers, streams, creeks, etc. It could include wetlands or land under water.
- d. Rocky - This relates to areas of the City that have very rocky soil or sub-soil conditions that could have an adverse effect on site grading, construction or installation of sewers and water mains. This is normally found in Philly areas, such as N.W. Philadelphia.

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e. Relates to anything not identified here that may be observed that may have some effect on value. Indicate what it is in the comments section of this form.

f. Level.

### **370 GARAGE TYPE**

Off street parking is parking on the subject site. There are two types: Garage/carport or off street open spaces. Garage/carport is sheltered parking where you can park one or more vehicles.

Off street open space(s) relates to a parking pad or lot and is an open-air parking space.

Sheltered Parking could be any of the following:

1. None

A. Basement / Built-In - Built into the front or rear basement of the dwelling or built into the first floor of the dwelling.

B. Attached Garage - Connected to the dwelling.

C. Detached Garage - A separate building that is not attached to the dwelling or any other building.

F. Converted

S. Self Park

T. Attendant

### **380 GARAGE COVERED**

Number of sheltered parking spaces - Indicate the specific number of spaces.

### **390 GARAGE OPEN**

Number of off street open parking spaces - Indicate the specific number.

### **400 VIEW**

View relates to the view from the subject property windows, deck, porch or balcony. In most cases it will be typical, and coded "I".

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I. Typical / Other.

0. Not Applicable.

- a. Cityscape / Skyline - relates more to a view from mid to high-rise condominium units. It would be a view that may be aesthetically pleasing to the eye by observing various height buildings, rooftops and other manmade improvements against the blue sky and sun.
- b. Flowing Water - relates to a view of either the Delaware River or Schuylkill River. It could also include a view of Wissahickon Creek, Pennypack Creek, and possibly Frankford Creek, etc.
- c. Park/Green Area relates to a property located directly across from a park or green area. In the case of a dwelling, this would be directly across the street. In the case of residential condominium units, these would be units that because of their location in the building have a view of a park. This could include Rittenhouse Square, Logan Circle, Franklin Square, or Washington Square etc. It could include Tinicum Wild Life Preserve, Schuylkill Valley Nature Center. Fitler Square, or any local park or green area.
- d. Commercial
- e. Industrial
- h. Edifice / Landmark

### **410 OTHER BUILDINGS**

In most cases there will be only one building or dwelling on the site. In this case it should be left blank. However, on deep lots, it is possible there could be a main dwelling and there could be a rear dwelling which may have been the servants' quarters, carriage-type house, apartments above garages, a court of trinity dwellings, or other buildings in the form of shops, warehouses, storage buildings, etc. If any of the above are found then indicate "Y".

### **420 NUMBER OF STORIES**

This relates to elevation. In the case of a residential property it is the number of stories above basement level. Normally, basements would be partially or fully below the level of the front sidewalk or steps. On some post WWII dwellings, the basement may be on grade at front or rear. Where you have a building that is part one-story and part another story, take the predominant height. Only measure in half stories, which should be expressed as decimal (.5). Raised ranchers are normally one story and basement. If there is a rear recreation room or finished basement, it is not a 1 ½ story. It would be a one story with a part finished basement. In condominiums, this would relate to floor level.

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### **430 EXTERIOR FINISH**

This relates to the bulk of the structure. It is what you could visibly observe from the street.

- a. It could be common brick which is reddish orange, or it could be some kind of a face brick which may be various colors or textures. Most houses in the City are built of common brick.
- b. Brick and Siding - The siding material could be aluminum, or it could be some kind of hard board, gypsum board, fiberglass, vinyl, aluminum or steel. The siding material could be installed either in horizontal or vertical manner.
- c. Frame and siding - deals with a method of construction. Instead of having masonry bearing walls, you have heavy wood timber which tends to frame out the structure. Usually there is no brick. However, sometimes there could be brick veneer. If so, this should be indicated in the Comments section at the end of the form. The siding material could be the same as the siding material under the above brick and siding.
- d. Frame and shingle. It would be the same type of frame as previously discussed. The shingle could be some form of asphalt shingle, brixite type material, wood shake shingles, or any other type of shingle.
- e. Stone could be natural or man-made and could be cut or rubble.
- f. Stucco/Cement/dryvit/artstone – brick is a rough or smooth cement covering. Materials such as Garden State Brickface are stucco/cement rather than store or brick.
- g. Other - This would relate to something other than brick, brick and siding, frame and siding, frame and shingle, stone, or stucco/cement. This could include concrete block or log construction. If in doubt, just indicate what type of material the structure appears to be made of in the Comments section.
- h. Brick and stucco
- i. Stucco and siding
- j. Stone/stucco

### **440 TYPE DWELLING**

This indicates the type of dwelling or tenant occupied building such as a duplex, triplex or quadruplex.

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- a. Row/Townhouse (attached on more than one side). A corner or end is still a row.
- b. Twin/Semi-detached (attached on one side).

### **450 EXTERIOR DATE**

Date the exterior condition was observed.

### **460 EXTERIOR CONDITION**

Relates to how the exterior appears based on observation.

#### 0. Not Applicable

- 2. Newer Construction / Rehabbed - Noticeably newer construction than surrounding properties in the GMA. Property is superior to most other properties on the block. Usually the following exterior improvements can be observed.

New full or partial brick or other material front

New windows, doors

New concrete sidewalks, steps, porch, patio or decks

If you are not certain, use Above Average.

- 3. Above Average – A well-maintained property where the owner does preventive maintenance on an ongoing basis and reacts to any deferred maintenance as it starts to occur. Exterior physical condition is better than average and less than REHABILITATED.
- 4. Average – This is the typical and most common physical condition observed at the exterior of most properties on the subject block. No significant concrete work, pointing, painting, carpentry or work to trim exterior walls, doors, windows or bay is required. No obvious defects. Majority of properties in the block or GMA are in this condition.
- 5. Below Average – Excessive deferred maintenance, wear and tear, abuse, and/or minor vandalism, or unrepaired minor fire damage. These items are starting to add up and take their toll.
- 6. Vacant – No occupancy. FHA, VA, FNMA signs may be on the property. Property has been secured with fresh plywood over doors and windows.

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### **7. Sealed / Structurally Compromised, Open to the Weather –**

Doors and windows have been covered over by plywood, tin, concrete block or Stucco. No interior access. Some or no windows, no door or door open, evidence of past abuse by vandals such as graffiti, missing railings, deteriorated wood and metal, etc. Scorch marks and/or fire and water damage to exterior brick, siding, bays, etc. Broken windows with blackened and charred interior.

## **470 QUALITY GRADE**

Quality grade relates to building workmanship and materials.

### **1. LOW**

### **2. BELOW AVERAGE**

This building workmanship and materials is not found that often because of City Code. This could relate to amateur construction, etc.

### **3. AVERAGE**

Most properties in the City of Philadelphia are of average quality materials and workmanship.

### **4. ABOVE AVERAGE**

From the exterior you may note that the exterior material could be face brick, cut stone or there could be any other materials which could appear to be above average.

### **5. SUPERIOR**

### **6. HIGHEST**

Ø NONE

## **480 YEAR BUILT**

This is the year the property was built.

## **490 YEAR BUILT ESTIMATE**

Indicate yes if the year built has been estimated.



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### **500 FLOOR PLAN**

- a. Straight thru - A straight thru floorplan or layout would be entering from the front into either a vestibule or a living room going further back into a dining room. The dining room or dining area would have a window to a side light and airwell. Going further back, we go into a kitchen and possibly a breakfast room or shed. This is a straight-thru design layout. On the second floor, the bedrooms are laid out one after another.
- b. Airlite - is shaped rectangular. You walk into a living room. Going further back you have a dining room. To the side of the dining room you have a kitchen. You have the kitchen and dining room side by side, rather than back to back. On the upper floor you have two out of three bedrooms side by side. On two bedroom dwellings you have a front and rear bedroom.
- c. Trinity - Built in the 1700's and 1800's. They had three rooms above basement level. The kitchen was normally in the basement. The living room was at street level. There was a curving stairway to the second floor, where they would have a bedroom. On the third floor there was another bedroom. Originally, toilet facilities were in the backyard in an outhouse. However, over time, they were incorporated into the dwelling. You will find many cases where a trinity today will have an unfinished basement with no kitchen facilities. They will have a galley-type kitchen on the far living room wall. They will still have a curving stairwell leading to the second floor. On the second floor, the bedroom which at one time almost occupied the entire floor, has been cut down so that a small bath has been added. Normally, the third floor will have a bedroom that is identical to the original way the dwelling was designed.
- d. Extended Trinity - same as Trinity except it has a rear addition added to increase livable area. This is a Trinity that has had either a one, two, or three story addition added. You will find on the first floor that the extension will include either a kitchen and/or breakfast room. On the upper floor there may be additional bedrooms.
- e. A ranch or rancher is a detached dwelling that is one story with or without a basement. If it does have a basement, the basement will be fully below sidewalk level. All interior rooms are on one floor. This type of layout adapts itself to indoor or outdoor style of living. The roof tends to be low-pitched and these are generally considered to be very desirable. However, they occupy a large portion of the lot. Generally, these are only found in the areas where you find detached dwellings and with zoning density.
- f. A raised ranch is the same as a ranch except the basement has been raised out of the ground with steps.

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- g. A bi-level is very similar to a raised ranch. However, you enter the dwelling at mid-level between the basement and first floor. There normally is a landing with steps up and down.
- h. Split levels can be side to side, back to front or front to back. This is normally a good design for a sloping lot. Each functional area of the interior of the dwelling is separated on a different level and this design or floor plan lends itself to good interior circulation. The distance from one level to another is less than a two story house.
- i. Center hall - A dwelling with entrance to a center hall. The stairway to upper floors and first floor rooms are normally off this hall.
- j. Other - any other type dwelling floor plan.
- k. Townhouse - Condominium unit that is similar to a row dwelling. It is an attached dwelling unit, and it is part of a declared condominium complex.
- l. Garden-Condominium unit is located in a low-rise type building, normally two or three stories. Normally a balcony, landscaping, walkways, and parking areas are present.
- m. Hi-rise Condominium Unit is usually identified by a bank of elevators and it is four stories or more in height.
- n. Duplex (converted) - A duplex is a dwelling that has two self-contained living units. In the case of a two story brick row, you may find one apartment unit on the first floor and one on the second floor or side by side. This type of duplex is usually a converted one family dwelling.
- o. Duplex (built as) - Originally designed and built as a duplex. This is evidenced by a long hall with most rooms located off of it.
- p. Triplex (converted) - A triplex will have three units in a former dwelling.
- q. Triplex (built as) - Three apartment units.
- r. Quadruplex (converted) - Quadruplex will have four units in a former dwelling.
- s. Quadruplex (built as) - similar to duplex (built as).
- t. Commercial and Apt. or single family dwelling

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- u. 2 Commercials and Apt.
- v. 3 Commercials and Apt.
- w. 4 Commercials and Apt.
- x. Commercial & 2 Apts.
- y. 2 Commercials & 2 Apts.
- z. 3 Commercials & 2 Apts.
- 1. 4 Commercials & 2 Apts.
- 2. Commercial & 3 Apts.
- 3. 2 Commercials & 3 Apts.
- 4. 3 Commercials and 3 Apts.
- 5. 4 Commercials and 3 Apts.
- 6. Commercial & 4 Apts.
- 7. 2 Commercial & 4 Apts.
- 8. 3 Commercial & 4 Apts.
- 9. 4 Commercial & 4 Apts.
- 0. Upper Floors Vacant

### **510 NUMBER OF ROOMS**

The total number of rooms in the structure.

The following are considered to be rooms:

Enclosed heated sunporch is normally located at the front of the dwelling. It is enclosed and appears to have been constructed with the same materials as the original dwelling. It is heated and is considered to be a room. It is usually close to square in shape. Unheated frame enclosed porches are not rooms.

Living Room - is the room that is normally occupied the majority of the day for family

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living. The entrance to the dwelling may be into this room.

Dining Room - is normally off the living room. It can be between the living room and kitchen. This is the room normally used for daily dining or formal dining.

Living/Dining Room Combination - this would be a dwelling where the partitions have been removed that separate the living and dining rooms. It is in effect one large room. This would be considered two rooms.

Family/Recreation Room - This is normally found in newer type dwellings. This would be the place where the family would spend much of their time. It is like a combination family, entertainment and playroom. This area could be found normally at a lower level and may have a fireplace.

Dens/Studies/Library - This is a room that is characterized by not being any of the other rooms mentioned. This could be an in-dwelling office, study room or whatever.

Kitchen - This would be a room where meals are prepared. You should note if there is more than one kitchen. This could indicate the possibility that the property is more than just a one-family dwelling. If one family dwelling with two (2) or more kitchens, indicate extra kitchens in comments section.

Bedrooms - Bedrooms are rooms where occupants would spend their sleeping hours. The number is typically three in a row house. However, it can vary from two to four. These are normally found on the second floor. Once in a while a bedroom can be found at a lower level or even in the basement. If in the basement, it should not be considered a bedroom.

Bathroom - This is not considered a room.

Other - This would include any other type of rooms that could be found that the occupant does identify as a room. Do not include sheds.

### **520 NUMBER OF BEDROOMS**

The total number of sleeping rooms.

### **530 BATHROOMS**

A small room normally utilized for bathing, showering, etc. This would not be considered a room.

Full - 3 fixtures expressed as one (1) full bath.

Partial (1/2 bath or powder room). Two fixtures expressed as .5

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Toilet Room (1/4 bath). Expressed as .25

### **540 BASEMENT**

- 1. None – Indicates no basement.
- A. Full Finished – Occupies the entire area under the first floor.
- B. Full Semi-Finished – Could have some finish to include a floor covering, and ceiling. It looks more like a living area rather than a basement.
- C. Full Unfinished – Is a typical basement with unfinished concrete floor, either rubble stone or cement over stone or concrete walls and would have exposed wood joist ceilings.
- D. Full – Unknown Finish
- E. Partial Finished – Occupies a portion under the first floor. Be careful of areas under sheds and porches. If there is a garage at basement level then it is a partial basement.
- F. Partial Semi-Finished – One or more finished areas.
- G. Partial Unfinished
- H. Partial - Unknown Finish
- I. Unknown Size - Finished
- J. Unknown Size - Unfinished

### **550 BASEMENT (SF)**

Basement area square feet.

### **560 FIREPLACES**

Most properties in the City of Philadelphia don't have fireplaces. If there are no fireplaces, leave blank. If there are fireplaces, indicate the number. Check for a fireplace chimney.

Wood burning stoves are not considered fireplaces.

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### **570 TYPE OF HEATER**

Type of heater or heating system.

- a. Hot air (ducts)
- b. Hot water (radiators or baseboards)
- c. Electric baseboard
- d. Heat pump (outside unit).
- e. Other
- g. Radiant
- h. Undetermined
- Ø None.

### **580 FUEL**

Heating fuel

- a. Natural Gas
- b. Oil heat
- c. Electric (usually in excess of 150 amps)
- d. Coal
- e. Solar
- f. Wood
- g. Other
- h. None

### **590 CENTRAL AIR**

“Y” indicates there is central air.

N – None      space

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### **600 INTERIOR CONDITION**

This could indicate the overall condition of the interior.

0. Not Applicable.
2. New / Rehabbed – Noticeably new construction then surrounding properties in the GMA. Property is superior to most other properties on the block. Usually the following exterior improvements can be observed.
3. Above Average - would indicate that some work had been done or the level of maintenance has been beyond what is typical for the area. The interior would show very well and be in move in condition.
4. Average – would be typical.
5. Below Average – would be the opposite. It could appear that maintenance has been let go and things normally were not repaired or replace on a regular basis.
6. Vacant – No occupancy. FHA, VA, FNMA signs may be on the property. Property has been secured with fresh plywood over doors and windows.
7. Sealed / Structurally Compromised, Open to the Weather – Doors and windows have been covered over by plywood, tin, concrete block or stucco. No interior access. Some or no windows, no door or door open, evidence of past abuse by vandals such as graffiti, missing railings, deteriorated wood and metal, etc. Scorch marks and/or fire and water damage to exterior brick, siding, bays, etc. Broken windows with blackened and charred interior.

### **610 AMENITY**

Include up to four (4) of the following:

- a. Open porch - many of the older row houses have an open front porch under roof or under the second floor living area.
- b. Enclosed unheated porch - This is an open porch which has had windows, walls and a door installed.
- c. Deck - Could extend out from the dwelling. It will be of wood, concrete, or metal construction. These are found more with the newer houses.
- d. Balcony/Terrace - A balcony would be an extension from a dwelling condominium unit that would provide some access to the exterior for sitting out in the sun or weather.

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- e. In-ground pool - This would be a swimming pool located in the rear or side yard. It is usually masonry or vinyl lined and it is built into the ground. Above ground pools are not assessed.
- f. Cabana - A dressing and storage room for a swimming pool.
- g. Sport Court - Paved and fenced with poles and net.
- h. Elevator/Escalator- An elevator is a means of vertical access from a lower floor to an upper floor.
- j. Barn/Stable - A building utilized for housing large animals or farm type equipment, etc.
- k. Indoor Pool/Roof Pool
- l. Florida Room/Solarium/Sunroom
- m. Roof Garden
- n. Apartment above garage
- p. Greenhouse
- q. Spa/Hot Tub
- r. Gated House
- s. Carriage House
- t. In-Law Suite
- u. Disabled Access
- v. Heated Porch
- w. Roof Deck
- x. Additional Rooms
- y. Historical Certification
- z. Other



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1. Custom Kitchen
2. Custom Bath
3. Central Vacuum
4. Outbuilding
5. Cell Site (s)
6. Billboard (s)
7. Boat Slip (s)
8. Bulkhead (s)
9. Historical Certification

Any other items considered as an amenity could be indicated in the comments section.

### **620 TYPE IMPROVEMENT**

If there are improvements, what are they?

Improvements are anything that would add to the property. Typically, you would find new brick fronts or fronts of other materials that have been installed. This could be aluminum siding, stucco, etc. It could be an addition which is an extension to the back of the house for baths or a kitchen or bedroom. There could be total rehabilitation. Total rehabilitation would indicate that the property has been totally upgraded on the interior including carpentry, drywall, decor, etc.

Partial rehab would indicate that some work has been done, but normally partial would indicate this work would only be above the level of normal maintenance.

Indicate any of the above improvements.

- a. Newer brick front
- b. Newer front with other materials (not brick)
- c. Newer brick and other materials front
- d. Addition
- e. Full rehab - relates more to decor, ceilings, wall and floor finish.
- f. Partial rehab - relates more to decor, ceilings, wall and floor finish.

### **630 FUNCTIONAL UTILITY**

This relates to general modernization or remodeling.

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- a. None
- b. Modernized (relates to kitchen and bath fixtures, equipment and cabinetry, mechanical, heating, electrical, air conditioning and plumbing systems)
- c. Remodeled (relates to design and floor plan)
- d. Modernized and remodeled

### **640 SEWER**

“N” Indicates no connection to City Sewer.

### **650 SEPARATION OF UTILITIES**

(For 2 to 4 Apartment Units only)

- a. Central (one heater, hot water tank, electrical service and gas service).
- b. Part separate - not central or all separate.
- c. All Separate (except water) - All utilities such as cooking gas, gas for hot water, gas for heat, electric.

### **660 LIVABLE AREA**

Total livable area of the dwelling.

### **670 OFF PROP FLAG**

An “O” in this position indicates there is an off property mailing record.

### **680 BOOK AND PAGE**

This shows the order documents were received.

### **690 REGISTRY NUMBER**

Identification number for plot map.

### **700 CROSS REFERENCE**

This is the last Account Number for transferred accounts.

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### **800      END OF RECORD FLAG**

“E” in this position indicates the end of the record.

/jmp