



Elihu Harris Building - Oakland



Bateson Building - Sacramento



State Capitol - Sacramento



UC Berkeley

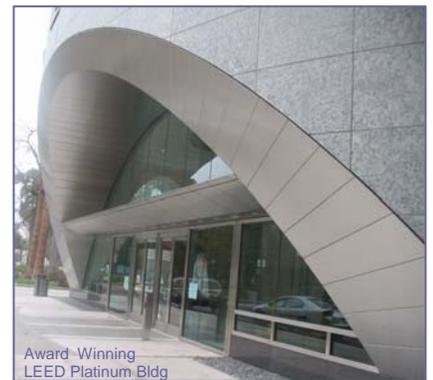
S STATEWIDE P PROPERTY I INVENTORY



Ronald Regan Building - LA



The Ziggurat, W. Sacramento - DGS HQ



Award-Winning LEED Platinum Bldg



Metro State Hospital - Norwalk



Leland Sanford Mansion SHP



Hugh Burns Bldg - Fresno

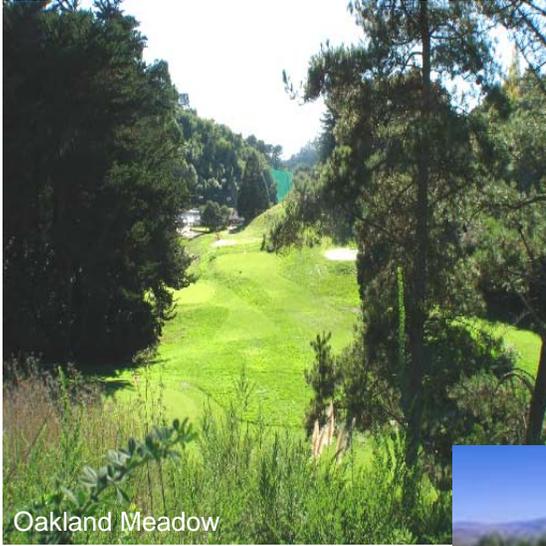


Senator William P. Campbell Bldg - Mather OES HQ



Agency Delegated Website User's Guide

November 2006



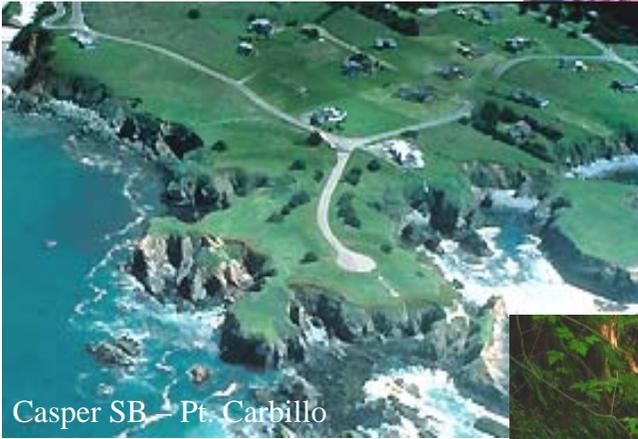
Oakland Meadow

California's



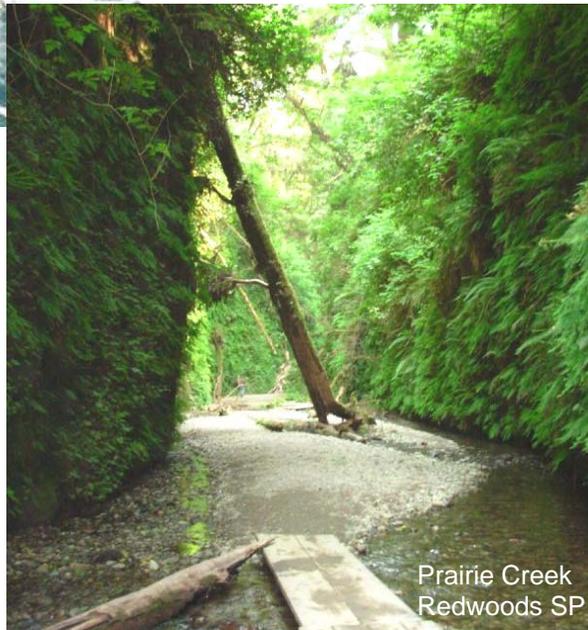
Anza-Borrego Desert SP

Diverse



Casper SB - Pt. Carillo

Portfolio



Prairie Creek
Redwoods SP

Table of Contents

1.0 BACKGROUND.....	1
2.0 SYSTEM USER INFORMATION.....	3
2.1 Display Settings.....	3
2.2 User Account / Login.....	3
2.3 Roles and Authorities of the User	4
2.4 Content Browser.....	4
2.5 Navigating the Website.....	4
2.6 Allow Pop-Ups.....	5
2.7 Logging Off.....	6
3.0 INFORMATION AVAILABLE VIA THE CONTENT BROWSER.....	7
3.1 All Properties.....	7
3.2 Land Record.....	7
3.3 Lease.....	8
3.4 Structure.....	8
3.4.1 All Buildings.....	8
3.4.2 All Improvements.....	8
3.4.3 All Land Leases.....	9
3.4.4 All Structures.....	9
3.5 Surplus.....	9
4.0 AGENCY SURPLUS SUBMITTAL PROCESS	11
4.1 Selecting a Potential Surplus Property for Submittal to DGS.....	11
4.2 Surplus Property Submit Form.....	12
4.2.1 Surplus Tab.....	13
4.2.2 Parcels Tab.....	16
4.2.3 Structures Tab.....	17

4.3	Submitting the Surplus Property to DGS	18
4.4	Status for Submitted Surplus Properties	18
4.5	Deleting a Surplus Property Submittal Prior to Final Approval	22
4.6	Changing or Deleting the Designation of a Property as Surplus	23
4.7	Log off Reminder	26
5.0	SPI PUBLIC	27
5.1	All Surplus Properties	28
5.2	DGS Surplus List	28
5.3	List of All Properties	29
6.0	REAL PROPERTY DATA SUBMITTAL PROCESS	31
6.1	Login and Main Menu	35
6.2	Accessing Data Entry Screens	36
	A. Accessing a New Real Property Entry Screen	36
	B. Accessing the Modification of an Existing Real Property Screen	37
6.3	Real Property Section	39
	A. Adding a New Real Property	39
	B. Modification of an Existing Real Property	40
	C. Transfer / Dispose of a Real Property	40
6.4	Real Property Use Section	41
	A. Adding a New Real Property Use	41
	B. Modification of an Existing Real Property Use	42
	C. Delete an Existing Real Property Use	42
6.5	Parcel Section	43
	A. Adding a New Parcel	43
	B. Modification of an Existing Parcel	44
	C. Delete an Existing Parcel	45

6.6	Acquisition History Land Section	46
	A. Adding a New Acquisition History Land	46
	B. Modification of an Existing Acquisition History Land	47
	C. Delete an Existing Acquisition History Land	48
6.7	Parcel Characteristics Section	49
	A. Adding a New Parcel Characteristic	49
	B. Modification of an Existing Parcel Characteristic(s)	50
	C. Delete a Parcel Characteristic	50
6.8	Parcel Series Location Section	51
	A. Adding a New Parcel Series Location	51
	B. Modification to an Existing Parcel Series Location	52
	C. Delete a Parcel Series Location	52
6.9	Assessor Parcel Section	53
	A. Adding a New Assessor Parcel	53
	B. Modification to an Existing Assessor Parcel	54
	C. Delete an Assessor Parcel	54
6.10	Structure Section	55
	A. Adding a New Structure	55
	B. Modification of an Existing Structure	57
	C. Delete a Structure	58
6.11	Acquisition History Structure Section	59
	A. Adding a New Acquisition History Structure	59
	B. Modification to an Existing Acquisition History Structure	60
	C. Delete Acquisition History Structure	61
6.12	Structure Characteristics Section	62
	A. Adding a New Structure Characteristic(s)	62

B. Modification to an Existing Structure Characteristic(s)	63
C. Delete a Structure Characteristic	64
6.13 Floor Section	65
A. Adding a New Floor Record	65
B. Modification to an Existing Floor Record	66
C. Delete a Floor Record	66
6.14 Occupied Space Section	67
A. Adding a New Occupied Space	67
B. Modification of an Existing Occupied Space	68
C. Delete an Occupied Space	69
6.15 Save Unfinished Document	70
6.16 Retrieve Unfinished Document	71
6.17 Submit Real Property Record to SPI	72
6.18 Review Status of Submitted Records	73
Appendix A – Navigating the Website	A1
Appendix B – Index of Fields	B1
Appendix C – Glossary Terms	C1
Appendix D – Real Estate Glossary Terms	D1
Appendix E – Real Property Data Submittal Form	E1
Appendix F – Real Property	F1
Appendix G – Real Property Use	G1
Appendix H – Parcel	H1
Appendix I – Acquisition History Land	I1
Appendix J – Parcel Characteristics	J1
Appendix K – Parcel Series Location	K1
Appendix L – Assessor Parcel	L1

Appendix M – Structure.....	M1
Appendix N – Acquisition History Structure.....	N1
Appendix O – Structure Characteristics.....	O1
Appendix P – Structure Floor.....	P1
Appendix Q – Structure Occupied Space.....	Q1
Appendix R – Frequently Asked Questions.....	R1
Appendix S – SPI Use Table.....	S1
Appendix T – City Code Table.....	T1
Appendix U – Manner Acquired Code Table.....	U1
Appendix V – Parcel Characteristic Code Table.....	V1

Welcome to the Statewide Property Inventory (SPI)

Agency Delegated Website

1.0 BACKGROUND

Government Code Section 11011.15 et seq. (Assembly Bill 3932) and Executive Order S-10-04 require the Department of General Services (DGS) to maintain a complete and accurate Statewide Property Inventory of all real property, assets and leases held by the State of California. In addition, the government code requires the following to be accomplished by agencies having control and possession of real property:

- Each agency is to furnish DGS with a record of each parcel of real property and each structure possessed by the agency.
- Each agency is to update its real property and structure records by July 1 of each year and to reflect any changes to those records.
- Each agency is to review all leases and provide complete reporting of their lease inventory in compliance with guidelines issued by the Department of General Services.

To assist agencies in complying with this annual verification requirement, DGS has developed an Internet website where each agency can view its entire real property inventory and run a variety of reports in printable versions as well as Excel™ spreadsheets which can be exported and formatted as desired.

Agencies are now also able to submit real property data (including potential surplus property) online, as well as modify and/or delete existing SPI data online.

This user's guide provides detailed instructions on navigating the SPI Agency Delegated Website and step-by-step directions for executing all of the options that are available.

2.0 SYSTEM USER INFORMATION

The Department of General Services' (DGS) Statewide Property Inventory Unit has developed a website, <http://www.spi.dgs.ca.gov/agency> where State agencies may access data on all real properties and leases in the Statewide Property Inventory (SPI). The website also enables online submittal, modification and/or deletion of all real property records. This section provides general information on using the site. Detailed instructions for each of the options available are provided in the sections that follow. The login screen is shown below.



2.1 Display Settings

The SPI Agency Delegated Website is best viewed at 1024 by 768 pixel resolution. Users may adjust their screen area settings or contact their system administrator if assistance is required.

2.2 User Account / Login

Each designated user within a State agency is provided with a user name and password by the DGS SPI Unit. In order to acquire or change a user's password or add additional users, please contact an SPI representative via the SPI Help Desk email: spiweb@dgs.ca.gov. Please be sure to leave your name and phone number, including your area code.

Upon accessing the website, the user should enter his/her assigned user name and password in the fields provided on the login screen (see above), then click "Login" to enter the site. Please note that user names and passwords are case sensitive.

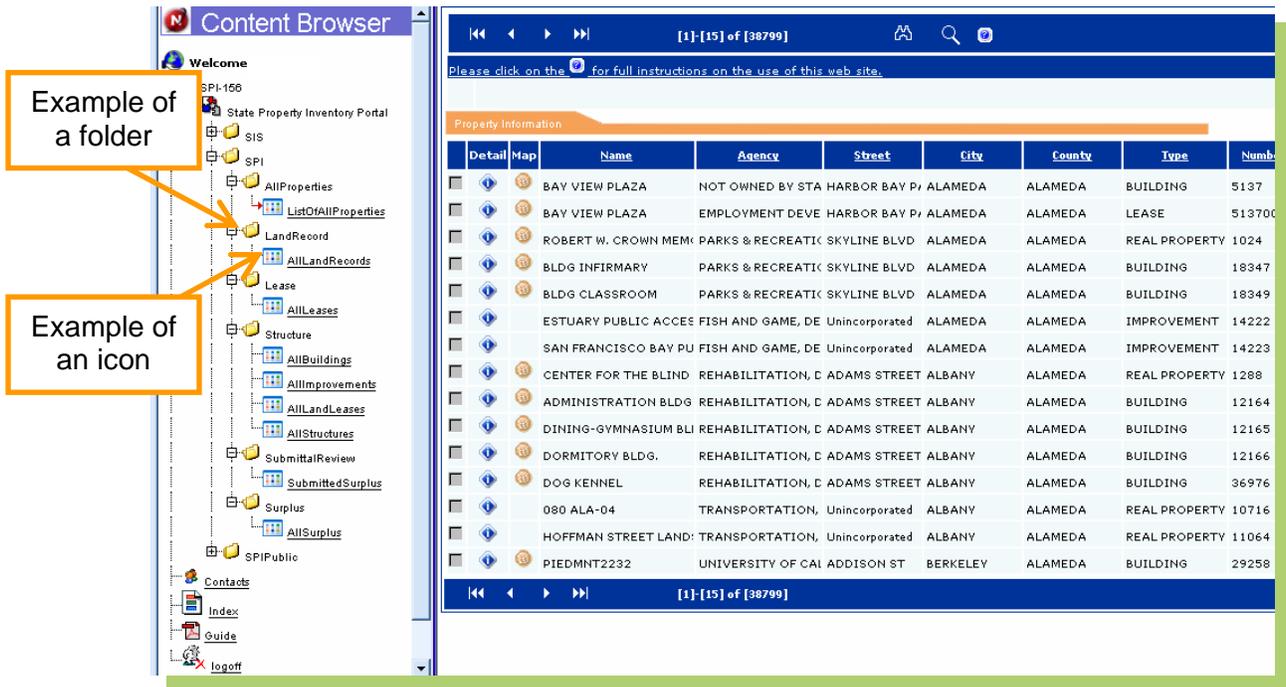
As with any user name and password, it is important to keep this information confidential for security purposes.

2.3 Roles and Authorities of the User

At the time the User ID (user name and password) is established, certain user authorizations are also assigned by SPI staff. Access to the data on the website is dependent upon each user's authorization, which is based on the individual user's role and authority, as well as each agency's internal policies. Therefore, not all information, capabilities, and reports in this manual are available to all users. For questions or concerns, please contact an SPI representative via the SPI Help Desk email: spiweb@dgs.ca.gov. Please be sure to leave your name and phone number, including your area code.

2.4 Content Browser

The Content Browser is a web-enabled interface that provides a virtual desktop to gain access to the content individual users are authorized to view. Each of the SPI property types is displayed as a folder on the left side of the Content Browser, and below the folders are icons. The summary level property data is displayed on the right side of the screen.



2.5 Navigating the Website

Complete instructions for using the various tools (icons) available on the website to search, sort, run reports and spreadsheets, and obtain location maps are provided under [Appendix A](#). It is very important that new users thoroughly review [Appendix A](#) in order to utilize this website to its full capabilities. A listing of all of the fields available on the website and their location is provided under [Appendix B](#).

2.6 Allow Pop-Ups

If the user is unable to view any part of the website, (tables, reports, menus, etc.) there may be a problem with the “Pop-Up Blocker” settings on the computer. In order to adjust the computer’s settings, follow the instructions below.

Using Internet Explorer:

1. In the browser window, click on the “Tools” menu and select “Pop-Up Blocker”, then select “Pop-Up Blocker Settings”.
2. In the field for “Address of Website to Allow”, enter <http://www.spi.dgs.ca.gov/agency> and click “Add”, then close.

Using Netscape:

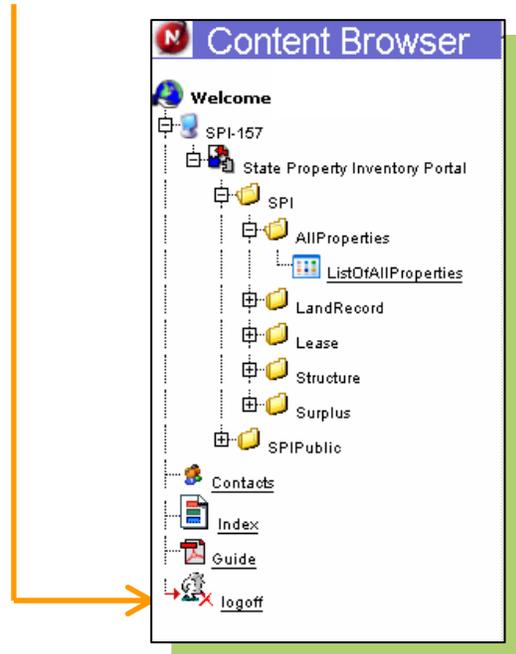
1. Go to the SPI website: www.spi.dgs.ca.gov/agency.
2. Go to the “Tools” menu and select “Options”.
3. Click on the “Site Controls” option.
4. On the “Site List” tab, under “Master Settings”, select “I Trust This Site.”
After selecting this item, the web features for this option will be shown. The user should make sure that the checkbox next to “Allow Un-Requested Pop-Up Windows” is not checked.
5. Click OK.

NOTE: If any of the options described above do not appear to be available within either Explorer or Netscape, they may have been disabled by the user’s IT Department or are not available in the version being used. If this is the case, the user should contact their system administrator and ask that pop-ups be allowed from this site.

2.7 Logging Off

After the user is finished accessing the site, it is very important to log off by doing the following:

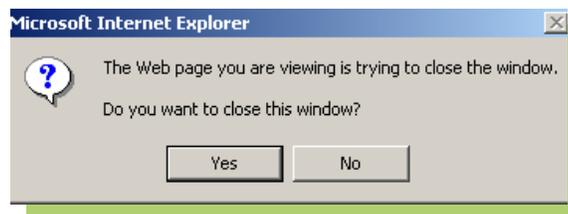
1. First, click the “logoff” icon at the bottom of the Content Browser.



2. Next, a prompt will alert the user to click the “logoff” icon once more to confirm the log off operation.

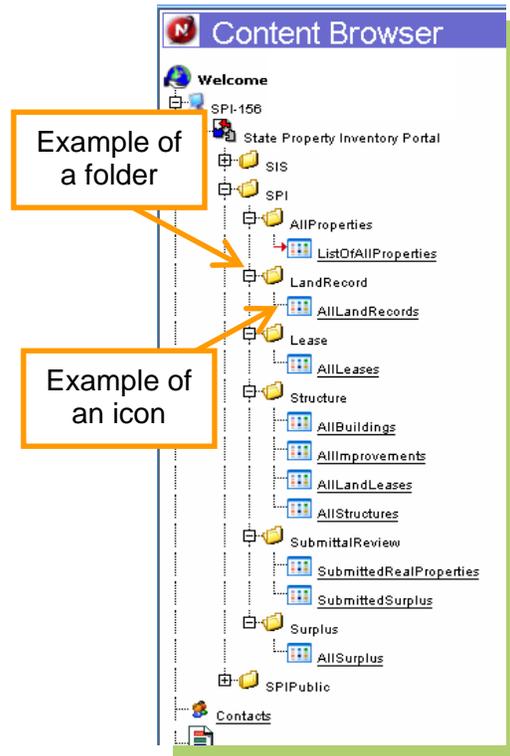
This will log off your session. Any unsaved data will be lost! If you wish to continue, apply the operation again.

3. After clicking the “logoff” icon for the second time, a pop-up window will appear asking the user to close the window. Click “Yes” to completely close the window.



3.0 INFORMATION AVAILABLE VIA THE CONTENT BROWSER

This section provides an overview of the menu options available from the Content Browser window and explains the type of information that may be obtained on the website. A brief description of each folder and icon are provided. Below is a picture of the Content Browser which appears on the right-hand side of the screen after logging onto the website.



3.1 All Properties

The “AllProperties” folder provides data on land, leases, structures, and surplus property. By selecting the “AllProperties” folder on the Content Browser and then the “ListofAllProperties” icon, the user will be able to sort, search, view, run html reports, and obtain location maps (for many properties) for all of the SPI data for which they are authorized.

The Excel™ export feature is also available for all property types. Please see [Appendix A](#) for detailed instructions on the process for exporting SPI data into an Excel™ spreadsheet.

3.2 Land Record

Land Records are organized in the SPI Database by real property number. Real property is defined as a single parcel or a group of parcels of land that have a common purpose and name. Parcel (identified by parcel history number) refers to the total acres (by property interest) acquired by a single transaction.

Land Record Reports include information such as property description and value, current and projected use, manner in which the property was acquired,

purchase price, total acreage, easement interests and rights retained. Reports include links to data on parcels and structures associated with the real property.

Parcel History Reports provide a standard report listing the historical and transaction information pertaining to a parcel of land acquired for a specific purpose or program for the State. This includes the manner in which the parcel was acquired, purchase price, total acreage, and the county assessor parcel number.

3.3 Lease

The “Lease” folder provides information on all Leases in the SPI. Lease Reports include the terms of each lease, lease transaction information, occupancy and structure data.

For SPI purposes, there are two types of leases. A Type 1 Lease is a lease where the State is the tenant and a private company (a non-State entity) is the lessor. A Type 2 Lease is a lease where the State is the lessor (the owner of the property) and the lessee is a private company or another governmental agency.

Most of the Type 1 Leases are for some type of space the State will be occupying. Subleases, use permits, right of way agreements, and licenses are also considered leases.

Detailed Lease Reports show the current monthly rent, number of payments per year, transaction history, lease contacts, lease characteristics, and other particulars concerning a specific lease. Users can also find details for Type 2 Leases such as ATM machines, day care facilities and retail establishments.

3.4 Structure

The “Structure” folder includes four subcategory icons: “AllBuildings”, “AllImprovements”, “AllLandLeases”, and “AllStructures”. Reports under these subcategory icons include the use of the structure, the manner in which it was acquired, the cost of the structure and any additions, the date of purchase or construction, the square footage, occupied space data, and structure characteristics. Structure characteristics include information about parking, handicapped accessibility, public transportation and other specifics of each particular structure.

3.4.1 All Buildings

This folder provides information of all “buildings” in the SPI. Examples of buildings are office buildings, garages, dormitories, laboratories and maintenance stations.

3.4.2 All Improvements

This folder provides information on all “Improvements” in the SPI. Examples of improvements are roads, bridges, fishing piers, gas

tanks, curbs and gutters, streets and sidewalks, drainage and lighting systems.

3.4.3 All Land Leases

This folder provides information on all “Land Leases” in the SPI. A Land Lease is an agreement, written or unwritten, transferring the right to exclusive possession and use of real estate for a definite period of time. In effect, the lease is a combination of both a conveyance (to transfer the right of occupancy) and a contract (to pay rent and assume other obligations).

3.4.4 All Structures

This folder provides combined information all on all of the various types of structures in SPI. This folder is useful if the user wishes to see all structures for their agency, regardless of the type.

3.5 Surplus

This folder provides detailed information on all properties which have been declared surplus by the State of California. Reports include location detail, property description, links to documents including environmental reports and title information, contact and marketing data, as well as photographs of properties for sale by DGS and links to the seller’s website for properties for sale by other agencies.

There is also a link on the Content Browser which will take the user to the SPI Public site, which is used to market surplus properties to State and local entities as well as the general public.

Section 4.0: Agency Surplus Submittal Process provides detailed instructions for submitting potential surplus properties to the Department of General Services.

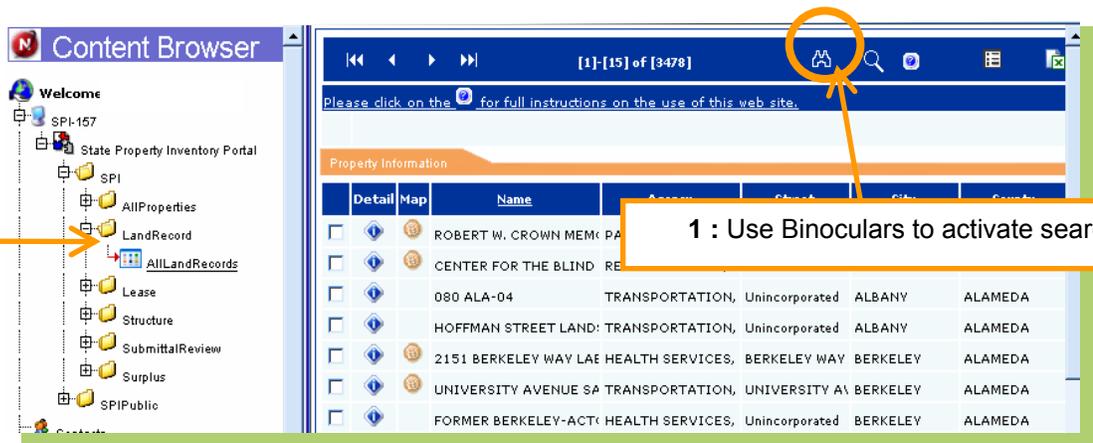
4.0 AGENCY SURPLUS SUBMITTAL PROCESS

To notify DGS of a potential surplus property, the user should begin by logging onto the SPI website at <http://www.spi.dgs.ca.gov/agency>. After successfully logging onto the site, click and expand the “LandRecord” folder on the Content Browser. Then click on the “AllLandRecords” icon to view the list of real properties available to the agency.

4.1 Selecting A Potential Surplus Property for Submittal to DGS

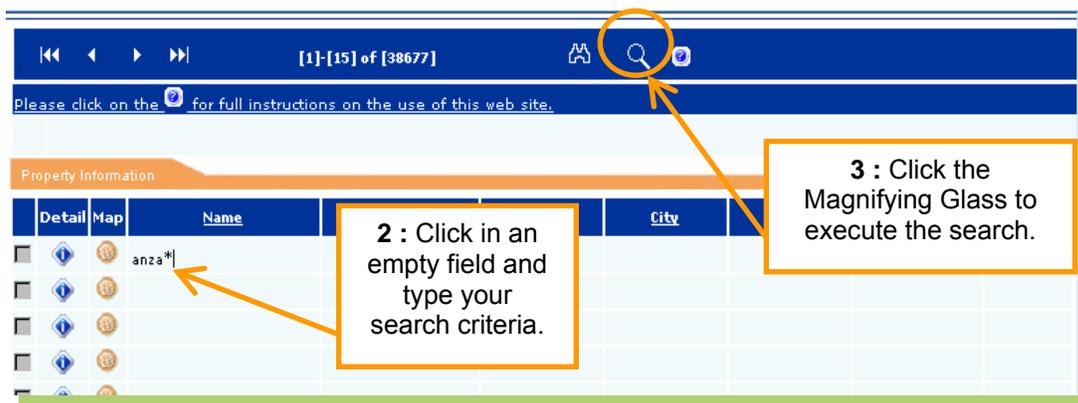
Select the real property to be reported by scrolling through the list and selecting the real property and clicking the Detail icon or by querying for the real property. To query for a specific property, complete the following steps:

1. Clear the screen by clicking on the Binoculars to activate search mode.



2. Click in one of the fields (Name, Agency, Street, etc.) and type in the search criteria. Partial name searches can be completed by typing part of the word followed by “ * ”, the wildcard symbol. Please note that only one wildcard symbol may be used for each search. For example, if you were looking for a property with the real property name of “Anza-Borrego Desert SP” you could enter “Anza*” in the field for Name.

3. To execute the search click on the Magnifying Glass. This will display your specific property (i.e. Anza-Borrego Desert SP).



4. When you see your property listed in the search results, click the Detail icon (see below) for a detailed Land Record Report. If you do not see the property you were looking for in the search results, click on the Binoculars icon again to begin a new search.

The screenshot shows a search results page with a table of property information. A callout box labeled '4' points to the 'Detail' icon in the first column of the table.

Detail	Map	Name	Agency	Street	City	County	Type	Number
		ANZA FFS	FORESTRY & FIRE PF	HIGHWAY 371	ANZA	RIVERSIDE	REAL PROPERTY	404
		ANZA-BORREGO DESERT PARKS & RECREATIC	PALM CANYON	BORREGO SPRI	SAN DIEGO		REAL PROPERTY	961

4 : Click the Detail icon for a Land Record Report.

5. Click the “Submit surplus for this property” icon to open the Surplus Property Submit Form.

The screenshot shows a 'Land Record Report' page for property number 961. A callout box labeled '5' points to the 'Submit surplus for this property' icon.

Land Record Report
 Real Property Number 961 - Submit surplus for this property:

ANZA-BORREGO DESERT SP

Main Information Parcel Information Structure Information

UCM Agency #: 3790 Agency Property #: 422622

Agency Region:

Address Number: 200 City: BORREGO SPRINGS

Address Street: PALM CANYON DR County: SAN DIEGO

Address2: State: CALIFORNIA

Zip Code: 92004 Country: UNITED STATES

Zip 4:

Real Property Description:
 THIS STATE PARK IS LOCATED IN EASTERN SAN DIEGO COUNTY, SOUTHERN RIVERSIDE COUNTY AND WESTERN IMPERIAL COUNTY. IT IS BY FAR THE LARGEST STATE PARK IN CALIFORNIA STRETCHING 62 MILES FROM NORTH TO SOUTH AND 36 MILES FROM EAST TO WEST. INTERSTATE 8 PASSES THROUGH THE SOUTHERN PORTION OF THE

5 : Click on this icon to access the Surplus Property Submit Form.

4.2 Surplus Property Submit Form

Before using the Surplus Property Submit Form, it is important to know the following aspects. There are three tabs to the Surplus Property Submit Form: Surplus, Parcel, and Structures. **After any changes to any of the tabs, you must “Apply Changes” before finishing or navigating to another tab, or changes will be lost each time.** After all tabs have been completed and changes applied, return to the Surplus Tab (the first tab) and click “Apply Changes” once again. The final step will be to “Submit”.

NOTE: All fields flagged by a red square (☐) are mandatory.

4.2.1 SURPLUS TAB

The Surplus Tab screen is divided into three parts:

The screenshot shows the 'Surplus' tab interface with three distinct sections:

- Part 1 (Blue):** Document ID: E3B99-600E0, 961 - ANZA-BORREGO DESERT SP. Address Number: 200, Address Street: PALM CANYON DR, Address2: , Zip Code: 92004, Zip 4: . City: BORREGO SPRINGS, County: , State: CALIFORNIA, Country: .
- Part 2 (Green):** Authorizing Agency Code: , First Name: , Address Number: , Address2: , Zip Code: , Phone Number: 123-123-4567, Email Address: name@company.com, Availability: Active on Market - for Sale. Selling Agency: 3790 PARKS & RECREATION, DEPT OF, Last Name: , Address Street: , City: , Zip 4: , Fax Number: , Seller's Website: . Surplus Type: General Services Surplus Real Property.
- Part 3 (Yellow):** Additional Surplus Acreage(Parcel Unknown): Not Specified, Total Parcel Acres: 0, Total Surplus Acres: 0, Total Surplus not to exceed: 470771.55 acres. Total Parcels: 0, Total Structures: 0, Submit Date: 05/10/2006 12:26 PM, Last Update: 05/10/2006 12:26 PM.

An 'Apply Changes' button is located at the bottom right of the form.

Part
1

The information in Part 1 is automatically populated from SPI when the user selects a particular real property. The “Document ID” number that appears in the top left corner of Part 1 is a control number that is generated for DGS use only.

Part
2

The user may complete the fields in Part 2 as follows:

Authorizing Agency Code (Optional)

The user will enter the Organizational Code from the Department of Finance’s Uniform Code Manual for the Authorizing Agency, if known.

Selling Agency (Automatic)

This field is automatically populated based on the real property information.

***First Name** (Mandatory)

Enter the first name of the individual to be contacted for reporting the potential surplus property.

***Last Name** (Mandatory)

Enter the last name of the individual to be contacted for reporting the potential surplus property.

Address Number (Optional)

Enter the address number, i.e. "1234", of the contact where mail may be sent.

Address Street (Optional)

Enter the address street name, i.e. "Main", of the contact where mail may be sent.

Address2 (Optional)

Enter additional supplemental address information, such as suite number, room number, etc.

City (Optional)

Enter the city name where the contact mail is to be sent.

Zip Code (Optional)

Enter the zip code for the city where the contact mail is to be sent.

Zip 4 (Optional)

Enter the zip plus four code for the address where the contact mail is to be sent.

***Phone Number** (Mandatory)

Enter the telephone number, including the area code, of the individual to contact for the potential surplus property.

Fax Number (Optional)

Enter the fax telephone number of the contact individual for the potential surplus property.

***Email Address** (Mandatory)

Enter the email address of the contact individual for the potential surplus property.

Seller's Website (Optional)

Enter the seller's website if the potential surplus property is not being managed or sold by DGS.

Availability

Select the appropriate value from the List of Values (LOV) in this field. The List of Values is a drop-down menu with different categories to choose from.

Surplus Type

Select the appropriate value from the LOV.

**Part
3**

Part 3 is a property summary. The user may complete the fields in this part as follows:

***Additional Surplus Acreage (Parcel Unknown)** (Mandatory)

If the user is submitting a surplus property and is not sure of any or all of the parcel history numbers, the user may fill in the acreage in the “Additional Surplus Acreage (Parcel Unknown)” field. This field may show as optional only if the user has already input the number of acres on the Parcels Tab.

NOTE: The user can submit a combination of known and unknown parcels. The known parcel will be entered through the Parcel Tab.

Total Parcels

The system will enter the total number of parcels identified through the Parcel Tab. (See *Section 4.2.2* for instructions)

Total Parcel Acres

The system will total the number of parcel acres entered in the “Surplus Acres” field on the Parcel Tab for all parcels identified as potential surplus property.

Total Structures

The system will enter the total number of structures identified through the Structure Tab. (See *Section 4.2.3* for instructions)

Total Surplus Acres

The form will calculate the total surplus acres by adding the acreage entered in the “Surplus Acres” field on the Parcel Tab and the “Additional Surplus Acreage” field on the Surplus Tab.

Submit Date

The system will automatically enter the date the record is submitted.

Total Surplus Not to Exceed

The system sums all of the current parcels on a real property and will not allow a potential surplus to exceed the total acreage on a real property.

Last Update

The system will enter a date for any subsequent updates to the record.

IMPORTANT: Be sure to click “Apply Changes” at the bottom of the Surplus Tab before leaving the page or returning to the Parcels or Structures Tabs.



4.2.2 PARCELS TAB

The Parcel Tab will display all of the parcels in SPI which are associated with the real property the user has selected. To submit the entire parcel(s) or a portion(s) of the parcel(s), the user must first check the box(es) to the left of the parcel(s) and complete the fields below. To de-select a parcel, the user must uncheck the box(es) and click “Apply Changes.”

The screenshot shows the 'Parcels' tab in a software interface. At the top, there are tabs for 'Surplus', 'Parcels', and 'Structures'. Below the tabs, the document ID is 'E3B99-60E0' and the location is '961 - ANZA-BORREGO DESERT SP'. Summary statistics show 'Total Acres: 0', 'Total Parcel Acres: 0', and 'Not to Exceed: 470771.55'. The main area contains a table with three rows of parcel data:

Selection	History Number	Series Number	Total Parcel Acres	Remaining Parcel Acres	Surplus Acres	Comments
<input checked="" type="checkbox"/>	7200132	1	10	10	Enter Acres; Cannot exceed Remaining P.	Enter comment for parcels that are selected to be included in the Surplus
<input type="checkbox"/>	7200175	1	2720	2720	Enter Acres; Cannot exceed Remaining P.	Enter comment for parcels that are selected to be included in the Surplus
<input type="checkbox"/>	7200176	1	4881.12	4881.12	Enter Acres; Cannot exceed Remaining P.	Enter comment for parcels that are selected to be included in the Surplus

At the bottom of the interface, there are navigation arrows, a page indicator '[1]-[3] of [384]', and an 'Apply Changes' button.

*Surplus Acres (Mandatory)

Enter the number of acres identified to be potential surplus from this specific parcel. The number of acres can be the total amount shown in “Remaining Parcel Acres” field or a portion thereof. The number of “Surplus Acres” cannot exceed the “Remaining Parcel Acres”.

Comments

Enter any pertinent information relating to the parcel, i.e. location, potential property restrictions, etc.

IMPORTANT: Be sure to click “Apply Changes” at the bottom of the Parcels Tab before leaving the page to scroll for additional parcels or returning to the Structures or Surplus Tabs.



4.2.3 STRUCTURES TAB

The Structure Tab will display all of the structures in SPI which are associated with the real property the user has selected. To submit one or more structures as surplus, the user must check the box(es) to the left of the structure(s) and complete the below fields. To de-select a structure, the user must uncheck the box(es) and click “Apply Changes.”

Surplus	Parcels	Structures
Document ID: E3B99-600E0 961 - ANZA-BORREGO DESERT SP		
<input checked="" type="checkbox"/>	Structure Number: 21538 Structure Description: BUILDING Use Description: OFFICE (FIELD) Comments: Enter Comments for Selected Structures	Structure Name: BLDG KIOSK (AUX) Square Footage: 48 Vacancy Date: 00/00/0000
<input type="checkbox"/>	Structure Number: 21540 Structure Description: BUILDING Use Description: OFFICE (FIELD) Comments: Enter Comments for Selected Structures	Structure Name: BLDG OFF KIOSK Square Footage: 440 Vacancy Date: 00/00/0000
<input type="checkbox"/>	Structure Number: 21542 Structure Description: BUILDING Use Description: OFFICE (GENERAL) Comments: Enter Comments for Selected Structures	Structure Name: BLDG OFFICE Square Footage: 4517 Vacancy Date: 00/00/0000

Navigation: [1]-[3] of [79] Apply Changes

Vacancy Date

Enter either the date the structure was vacated or the projected date the structure will be vacated.

Comments

Enter any pertinent information relating to the structure (i.e. location, asbestos, etc.)

IMPORTANT: Be sure to click “Apply Changes” at the bottom of the Structures Tab before leaving the page to scroll for additional structures or returning to the Parcels or Surplus Tabs.



4.3 Submitting the Surplus Property to DGS

Once all of the necessary data has been entered or selected, the user may submit the potential surplus property to DGS by clicking the “Submit” icon. The “Submit” icon will appear in the bottom left corner of the Surplus Tab screen whenever the “Apply Changes” icon is clicked. The user will receive an email verifying the submittal.

Document ID: E3B99-600E0 961 - ANZA-BORREGO DESERT SP

Address Number: 200 City: BORREGO SPRINGS
Address Street: PALM CANYON DR County:
Address2: State: CALIFORNIA
Zip Code: 92004 Country:
Zip 4:

Authorizing Agency Code: Selling Agency: 3790 PARKS & RECREATION, DEPT OF
First Name: Last Name:
Address Number: Address Street:
Address2: City:
Zip Code: Zip 4:
Phone Number: 123-123-4567 Fax Number:
Email Address: name@company.com Seller's Website:
Availability: Active on Market - for Sale Surplus Type: General Services Surplus Real Property

Additional Surplus Acreage(Parcel Unknown): Not Specified Total Parcels: 0
Total Parcel Acres: 0 Total Structures: 0
Total Surplus Acres: 0 Submit Date: 05/10/2006 12:26 PM
do exceed: 470771.55 acres Last Update: 05/10/2006 12:26 PM

Submit Apply Changes

4.4 Status For Submitted Surplus Properties

Properties submitted as potentially surplus will be processed by a DGS Real Estate Officer and a Program Analyst responsible for data input into SPI.

While the potential surplus property is being processed, the user can review its status by going to the “SubmittalReview” folder on the Content Browser which expands to show the “SubmittedSurplus” icon. Click on the “SubmittedSurplus” icon to continue.

Content Browser

Welcome

- SPI-156
- State Property Inventory Portal
- SIS
- SPI
- AllProperties
- LandRecord
- Lease
- Structure
- SubmittalReview
- SubmittedRealProperties
- SubmittedSurplus**
- Surplus
- SPIPublic

Property Information

Detail	Map	Name	Agency	Street	City	County
		BAY VIEW PLAZA	NOT OWNED BY STA HARBOR BAY P	ALAMEDA	ALAMEDA	ALAMEDA
		BAY VIEW PLAZA	EMPLOYMENT DEVE HARBOR BAY P	ALAMEDA	ALAMEDA	ALAMEDA
		ROBERT W. CROWN MEM	PARKS & RECREATI	SKYLINE BLVD	ALAMEDA	ALAMEDA
		BLDG INFIRMARY	PARKS & RECREATI	SKYLINE BLVD	ALAMEDA	ALAMEDA
		BLDG CLASSROOM	PARKS & RECREATI	SKYLINE BLVD	ALAMEDA	ALAMEDA
		ESTUARY PUBLIC ACCES	FISH AND GAME, DE	Unincorporated	ALAMEDA	ALAMEDA
		SAN FRANCISCO BAY PU	FISH AND GAME, DE	Unincorporated	ALAMEDA	ALAMEDA
		CENTER FOR THE BLIND	REHABILITATION, C	ADAMS STREET	ALBANY	ALAMEDA

This will give the user a listing of the authorized properties to review. The user can see when the property was submitted and its submittal status. An example is shown below.

User	Agency	Name	ID	Number	Transaction	Submit Date	Last Update	Type	Status
bobuser1	FISH AND GAME, DEPT OF	AGUA HEDIONDA LAGOON EI	FEFCD-5F09D	0	Add	02/14/2006 8:43 AM	02/16/2006 1:27 PM	Surplus	Approved
bobuser1	MILITARY, DEPT OF	CAMP SAN LUIS OBISPO	56EE3-E309E	0	Add	02/15/2006 10:17 AM	02/16/2006 12:45 PM	Surplus	Approved
bobuser1	MILITARY, DEPT OF	CAMP SAN LUIS OBISPO	3FC5C-0109E	0	Add	02/15/2006 1:23 PM	02/16/2006 1:35 PM	Surplus	Approved
bobuser1	FORESTRY & FIRE PROTECTION, D	YUCCA VALLEY FFS	A5D2B-8209E	0	Add	02/15/2006 3:27 PM	02/17/2006 11:10 AM	Surplus	Review Requested

Submittal status of potential surplus property can be any of the following categories listed below:

Approved

“Approved” indicates the record is ready for the SPI update process and will be integrated into SPI.

Approved Pending Documentation

“Approved Pending Documentation” indicates DGS requires supporting documentation. In this case, the user will receive an email notification including comments regarding the documents needed. The record will remain active in the system for as long as the Program Analyst considers appropriate or until the record is processed in SPI.

Continue Review Later

“Continue Review Later” indicates the record is under review by the Program Analyst and shall remain in the system until fully processed.

Pending Approval

“Pending Approval” indicates the record is under review by the DGS Real Estate Officer and shall remain in the system until fully processed.

Pre-Approved

“Pre-Approved” indicates the record has passed Surplus Review and is available for SPI Review and shall remain in the system until fully processed.

Rejected

“Rejected” indicates there is a reason why the property cannot be accepted as potential surplus by DGS. If a submittal is rejected, the user will be notified via email of the record status as well as any comments provided by the reviewer. These comments may include the reason for rejection, data changes to be reviewed or further instructions regarding hard copy documents to be submitted. For 60 days, rejected records may be viewed by clicking on the “SubmittedSurplus” icon before they are deleted from the system.

Review Requested

“Review Requested” indicates DGS has made a change to the submittal which requires the user’s approval before further processing. The user will receive an email notification requesting approval for this change. The user then needs to login, click on the “SubmittalReview” folder on the Content Browser which expands to show the “SubmittedSurplus” icon. Click on the SubmittedSurplus” icon. A listing of the authorized properties for review will appear. Check the box next to the property listing (See *Section 4.4* above) that shows the status “Review Requested.” The listing will now show 4 tabs: Surplus, Parcels, Structures and Evaluation. Click on the Evaluation Tab to review the DGS’ “Note to Submitter.”

After clicking on the Evaluation tab, the user can review the note provided by DGS regarding the change requesting review.

If the user agrees with the change(s), the user must click “Apply Changes”, return to the Structures Tab and then click “Submit”. If the user does not agree with the change(s) and wishes to modify it, the user must follow the instructions beginning in *Section 4.2* and resubmit. For 60 days, properties in “Review Requested” status may be viewed by clicking on the “SubmittedSurplus” icon before they are deleted from the system.

Submitted

When a user submits a potential surplus property, the property will have an initial status of "Submitted".

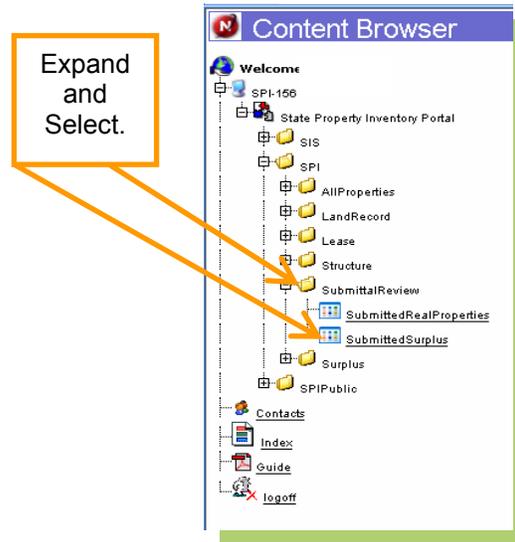
No Data

The current status is unavailable.

4.5 Deleting A Surplus Property Submittal Prior To Final Approval

The user can delete a potential surplus submittal at any time prior to “Approved” status. If the user decides to delete a surplus property prior to it being approved, the property will no longer show up on the user’s authorized list of potential surplus properties.

In order to delete a surplus property submittal, select the “SubmittalReview” folder on the Content Browser, then click on “SubmittedSurplus” icon to continue.

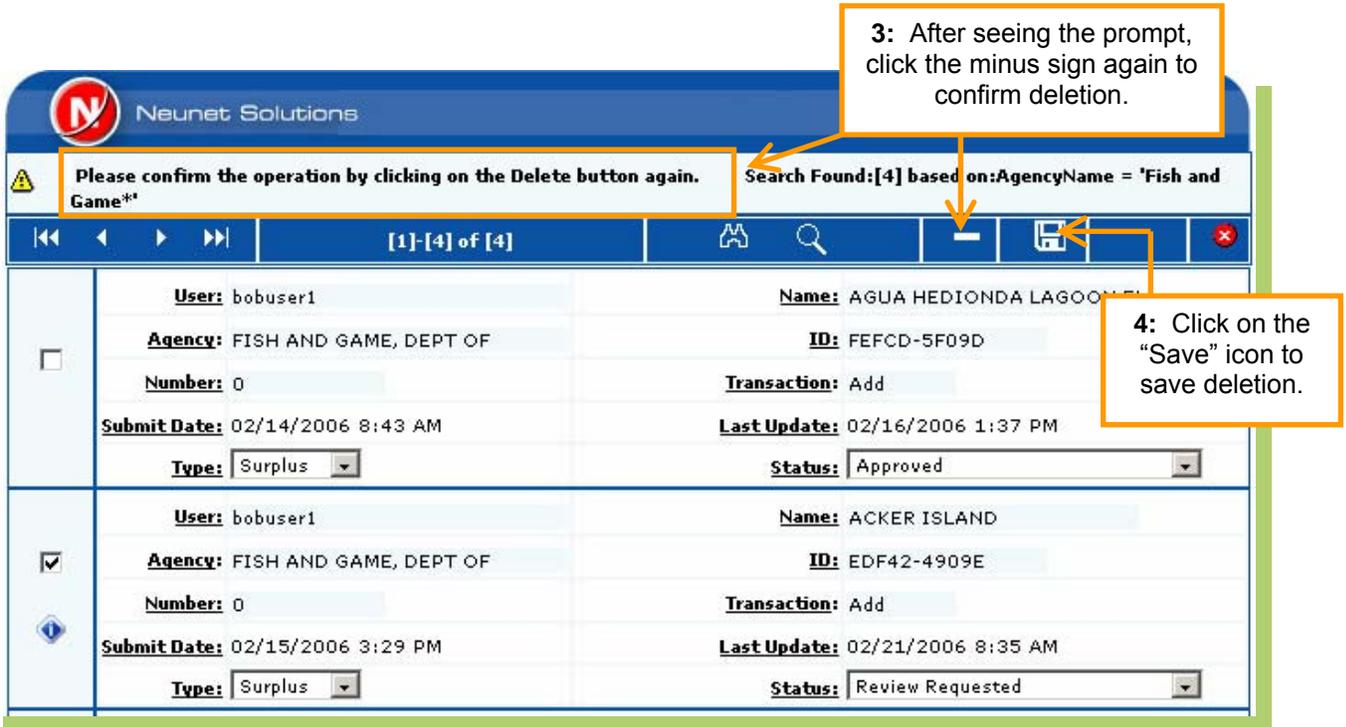


The user will then receive a listing of authorized properties to review. Use the steps below to complete the deletion process:

1. Select the potential surplus record by clicking the box on the left hand side of the record.
2. The selected record can be deleted by clicking on the “minus” sign located on the tool bar in the submitted surplus review screen.



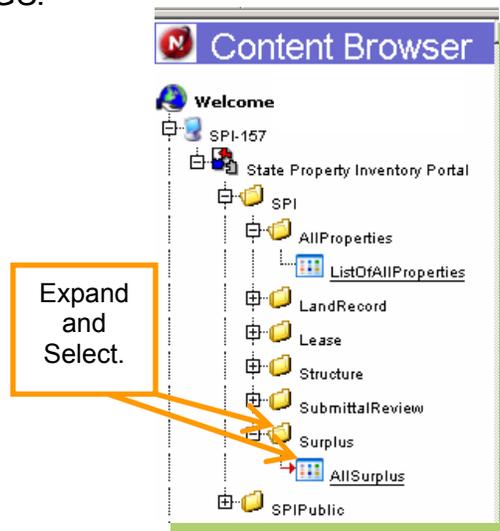
3. The user will be prompted to confirm the operation. Click the minus sign again to confirm the operation.
4. Click the "Save" icon located next to the minus sign in order to save the delete.



4.6 Changing Or Deleting The Designation Of A Property As Surplus

To make changes or to delete an approved surplus property record:

Select and expand the "Surplus" folder. Click the "AllSurplus" icon to receive a listing of all surplus properties to review. To reduce the number of surplus properties to review click on the binoculars on the tool bar. Enter your search parameters, i.e. "Military*" and click on the magnifying glass to execute the search. For a more detailed description on completing a query on a specific property, see *Section 4.1: Selecting a Potential Surplus Property for Submittal to DGS*.



4. This will display an online entry form where the user may indicate their request to change or delete the surplus record.
5. To confirm the change/deletion, click “Submit” to transmit to DGS. The user will receive an email notification confirming their request.

Surplus

Surplus Number: 855 **Land Record Name:** SANTA CRUZ ARMORY
301 ARMORY ROAD, SANTA CRUZ

Would you like SPI to make changes to the referenced surplus record? **Yes**

If yes please mark all that apply:

- Contact Information**
- Parcel**
- Structure**

Would you like SPI to delete the referenced surplus record? **Yes**

Please provide Contact information so that SPI and/or DGS Surplus Property Staff can contact you regarding your request.

Name:

Phone Number:

Please provide a detailed description of the changes/deletion action requested:
Write your description here

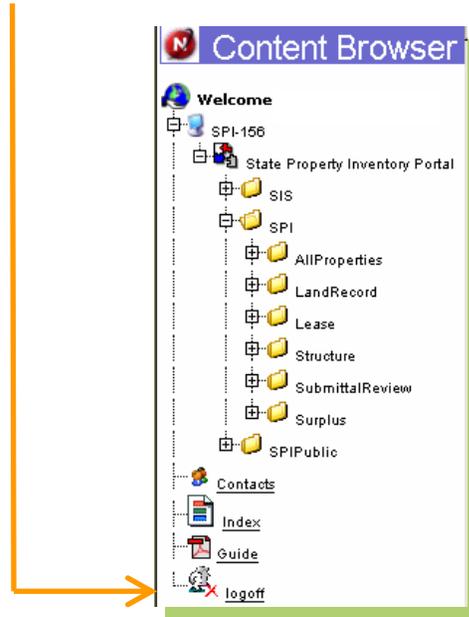
4: Click on the box that reflects your requested changes.

5: Click on the "Submit" icon.

4.7 Log off Reminder

It is very important to remember to log off when you are finished using the website. Failure to do so will result in the system locking the user out (See *Appendix R – Frequently Asked Questions* for help in the event of being locked out). The system resets in thirty minutes if logging back in is necessary.

1. First, click the “logoff” icon at the bottom of the Content Browser.



2. Next, a prompt will alert the user to click the “logoff” icon once more to confirm the log off operation.

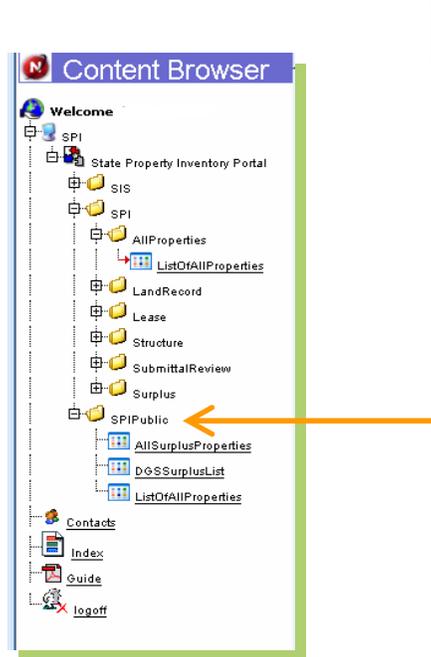
This will log off your session. Any unsaved data will be lost! If you wish to continue, apply the operation again.

3. After clicking the “logoff” icon for the second time, a pop-up window will appear asking the user to close the window. Click “Yes” to completely close the window.



5.0 SPI Public

In Fiscal Year 2004/2005, an SPI Public Internet website was developed to provide summary-level information to the public and to be used as a marketing tool to facilitate the sale of State surplus property. A link to the public site is provided on the Content Browser.



The public website lists all property held by the State with the exception of properties and buildings considered sensitive due to homeland security and law enforcement concerns.

The SPI public website consists of three complex searchable screens with reporting from each screen (See *Section 5.1* through *Section 5.3*). Five report layouts are currently in production: Real Properties, Surplus Properties, Buildings, Leases, and Land Leases.

NOTE: Excel™ exports are not available on the Public Site; however, a series of hard copy reports can be generated by selecting multiple properties.

5.1 All Surplus Properties

By selecting “AllSurplusProperties”, users can view data, run reports, and obtain location maps (for many properties) on surplus properties Statewide regardless of the selling agency.

The screenshot shows the 'Content Browser' on the left with 'AllSurplusProperties' highlighted. The main page displays a table of property information:

Detail	Map	Status	Name	Agency	Street	City	County	Type	Acres	Number
<input type="checkbox"/>		Sale Pending / Com	Call Mounta	RESOURCE	PANOCH	PAICINES	SAN BENIT	SSL	1.31	602
<input type="checkbox"/>		Sale Pending / Com	1050 Naval	No Data	NAVAHOE	MEYERS	EL DORADO	SSL	0.73	479
<input type="checkbox"/>		Sale Pending / Com	Sonoma De	HEALTH A	ARNOLDD	ELDRIDGE	SONOMA	SSL	40.72	305
<input type="checkbox"/>		Sale Pending / Com	Fred C. Nell	CORRECTI	EAST WHIT	WHITTIER	LOS ANGELES	SSL	73.79	628
<input type="checkbox"/>		Sale Pending / Com	LA Recepti	CORRECTI	No Data	LOS ANGELES	LOS ANGELES	SSL	20	497
<input type="checkbox"/>		Sale Pending / Com	LA Recepti	CORRECTI	No Data	LOS ANGELES	LOS ANGELES	SSL	2.7	497.1
<input type="checkbox"/>		Active On Market -	Lemon Orcl	CAL STATE	AND CENTI	UNINCORPOR	VENTURA	SSL	263	883
<input type="checkbox"/>		Sale Pending / Com	90 Winches	STATE ANI	WINCHEST	SANTA CLAR	SANTA CLAR	SSL	17.6	610
<input type="checkbox"/>		Preparing Property I	001 LA-07	BUSINESS	No Data	UNINCORPOR	LOS ANGELES	ASL	0.02	1
<input type="checkbox"/>		Preparing Property I	001 ORA-1	BUSINESS	No Data	HUNTINGTON	ORANGE	ASL	0.99	3

5.2 DGS Surplus List

By selecting “DGSSurplusList”, users can view, run reports, and obtain location maps (for many properties) as well as obtain marketing information, pertinent documents, and photographs of properties for sale by DGS.

The screenshot shows the 'Content Browser' on the left with 'DGSSurplusList' highlighted. The main page displays a table of property information:

Detail	Status/Property Type	City/County	Name/Acres/Map	SSL#	Bid Open	Agent & Phone
	Active On Market - For Sale	UNINCORPORATED VENTURA	CSU, VENTURA 263 acre(s)	SSL: 883	TBA	Lynda Calvert (916)375-4121
	Sale Pending / Committed	MEYERS EL DORADO	SOUTH LAKE TAHOE AREA 0.73 acre(s)	SSL: 479	TBA	Lynda Calvert (916)375-4121
	Sale Pending / Committed	LOS ANGELES LOS ANGELES	LOS ANGELES RECEPTION CENTER 20 acre(s)	SSL: 497	TBA	Jonathan Heintz (916)375-4121

5.3 List of All Properties

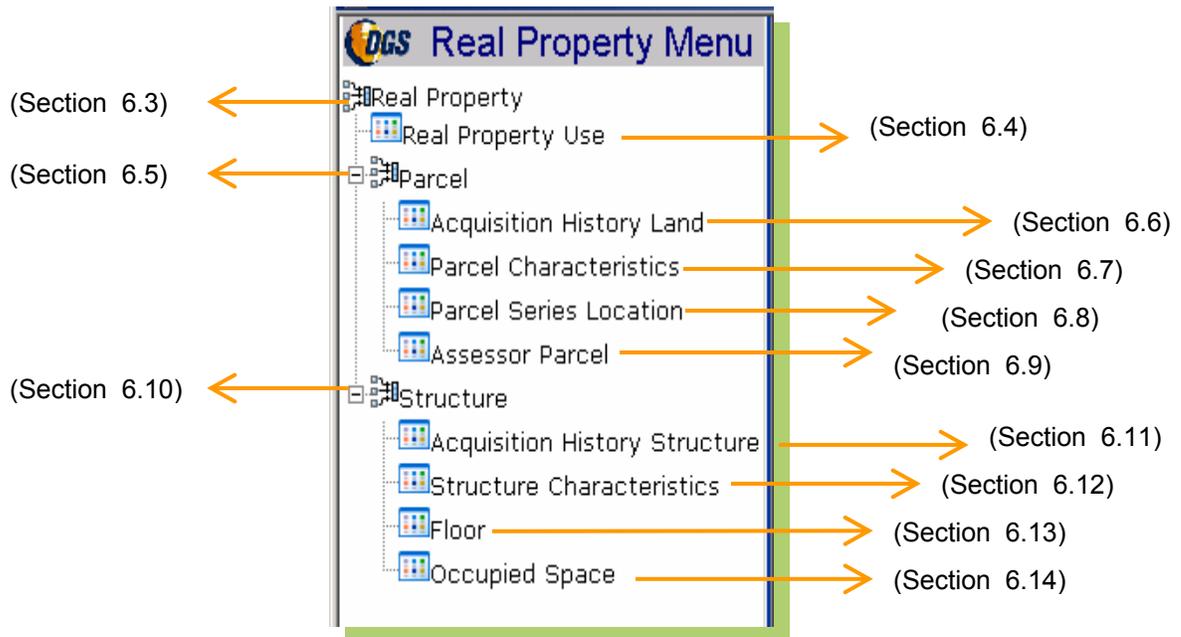
By selecting “ListofAllProperties”, users can view, run reports, and obtain location maps (for many properties) on summary-level data for all State agencies.

The screenshot shows the State Property Inventory Portal interface. On the left is a 'Content Browser' with a tree view containing various categories like 'SIS', 'SPI', 'LandRecord', and 'ListOfAllProperties'. An orange arrow points from the 'ListOfAllProperties' link in the browser to the main content area. The main content area features a 'California Home' header, a 'Welcome to California' banner, and a 'Statewide Property Inventory Search' section. Below this is a table of property information.

	Detail	Map	Name	Agency	Street	City	County	Type	Number
<input type="checkbox"/>	Detail	Map	BAY VIEW PLAZA	NOT OWNED BY STA HARBOR BAY P	ALAMEDA	ALAMEDA	BUILDING	5137	
<input type="checkbox"/>	Detail	Map	BAY VIEW PLAZA	EMPLOYMENT DEVE HARBOR BAY P	ALAMEDA	ALAMEDA	LEASE	513700	
<input type="checkbox"/>	Detail	Map	ROBERT W. CROWN MEM	PARKS & RECREATIC SKYLINE BLVD	ALAMEDA	ALAMEDA	REAL PROPERTY	1024	
<input type="checkbox"/>	Detail	Map	BLDG INFIRMARY	PARKS & RECREATIC SKYLINE BLVD	ALAMEDA	ALAMEDA	BUILDING	18347	
<input type="checkbox"/>	Detail	Map	BLDG CLASSROOM	PARKS & RECREATIC SKYLINE BLVD	ALAMEDA	ALAMEDA	BUILDING	18349	
<input type="checkbox"/>	Detail	Map	CENTER FOR THE BLIND	REHABILITATION, D ADAMS STREET	ALBANY	ALAMEDA	REAL PROPERTY	1288	
<input type="checkbox"/>	Detail	Map	Click to view detail STRATION BLDG	REHABILITATION, D ADAMS STREET	ALBANY	ALAMEDA	BUILDING	12164	
<input type="checkbox"/>	Detail	Map	DINING-GYMNASIUM BLI	REHABILITATION, D ADAMS STREET	ALBANY	ALAMEDA	BUILDING	12165	
<input type="checkbox"/>	Detail	Map	DORMITORY BLDG.	REHABILITATION, D ADAMS STREET	ALBANY	ALAMEDA	BUILDING	12166	
<input type="checkbox"/>	Detail	Map	DOG KENNEL	REHABILITATION, D ADAMS STREET	ALBANY	ALAMEDA	BUILDING	36976	

6.0 REAL PROPERTY DATA SUBMITTAL PROCESS

This section covers the processes of adding a new real property record or modifying an existing real property record and submitting it to SPI. Each section from the Real Property Menu will have three (3) parts: Part A, adding a new real property record; Part B, modifying an existing real property record; and Part C, deleting an existing record. Real property records consist of the following records (or multiples thereof) and are covered in detail throughout this user's guide:



Each of the above records has an individual data entry screen and can be reviewed in its entirety in *Sections 6.3 through 6.14*.

Suggestions for Preparing to Enter SPI Data Online

- Print or copy the Real Property Data Submittal Form from this user's guide and prepare a rough draft prior to going online to submit the real property record (See [Appendix E](#)). This way, you will be sure you have all of the information you will need once you begin to enter your data.
- Review the data descriptions and definitions (found in [Appendix F](#) through [Appendix Q](#)) for the above records prior to submittal.
- Plan an uninterrupted work period before beginning to enter the real property record.

Post-Submittal Requirements

It is important for users to remember that all online transactions requiring legal documentation such as Title Reports and Insurance, Grant and Easement Deeds, and Permits will not be uploaded to SPI until such documents are received. Upon receipt of the online submittal, the SPI Reviewer will contact the user via email with a listing of required documents and the format in which they may be submitted (original hard-copy, electronic copy, etc.)

Navigating Tools

The information found in this section is common to all entry screens. An “Apply Changes” icon is visible at the bottom of each data entry screen and must be clicked before leaving the screen or changes will be lost.

All data entry screens will have four functional parts:

The screenshot shows a data entry screen for 'Real Property' with the following structure:

- Part 1 (Pink):** Header area containing the document name 'Real Property', sub-document count 'Has no sub-documents', and 'Document ID: 1188F-F1023'.
- Part 2 (Yellow):** A dropdown menu for 'UCM Agency Number' with a selection arrow.
- Part 3 (Blue):** Data submission section with fields for 'Property Name: Test Property 2', 'Agency Property Number: DGS Test 2', 'Billing Code: 03030', 'Estimated Value: \$500,000.00', 'Site Review Date: 08/03/2006', 'UCM Agency Number: 1770', 'Age: GENERAL SERVICES, DEPT OF', 'Date of Estimate: 08/03/2006', and 'Reinspection Date: 08/03/2016'. It also includes a 'Location Description' and 'Comments' section.
- Part 4 (Green):** Footer area with 'Submit Date: 08/04/2006 11:28 AM', 'Last Update Date: 08/04/2006 11:28 AM', and buttons for 'Submit', 'Save Unfinished Document', and 'Apply Changes'.

Part 1

Record / Document ID and Count

This segment lists the particular data entry screen the user is accessing and the Document ID number that has been assigned. To the right of the screen name, (“Real Property” in the example above,) it will display the name and count of any sub-documents that exist. When entering a new real property, the screen will display “Has no sub-documents” as shown above, until sub-documents are entered.

Part 2

List of Values (LOV) Section

- Single Entry Screens: The user will be given a List(s) Of Values (LOV) to select from. After selecting a value, the user will apply the value by clicking the Insert Button (▼) located to the right of the LOV. The value will then be displayed in the data submittal section of the screen (Part 3). Once “Applied Changes” is clicked, the user may let the cursor hover over the specific field in the data submittal section to verify the entry being made, i.e., Agency Number entered via the LOV will reflect the Agency Name (see example below).

This screenshot shows the 'Real Property' data entry screen with an orange arrow pointing to the 'Agency' field in the data submittal section. The field contains the text 'GENERAL SERVICES, DEPT OF', which corresponds to the 'UCM Agency Number: 1770' selected in the LOV section above.

- b. Multiple Entry Screens (Parcel and Structure Characteristics):
The user will select a value from the LOV and then place the cursor in the corresponding value field in the data submittal section (shown in Part 3). In these screens, the user will press the down (↓) arrow on the keyboard to insert the value.

NOTE: When searching through the LOV, the user can type any letter and it will automatically scroll to the values beginning with that letter. The user will then have to scroll to the exact value they are looking for.

Part 3

Data Submittal Section

This segment contains the record data. These values are either entered via the LOV process as described above or by manual entry.

Part 4

Apply Changes/Save Unfinished Document/Submit Section

The real property data entry screen is the only screen with the “Save Unfinished Document,” “Submit” and “Apply Changes” icons located on it. All other screens will only show the “Apply Changes” icon.

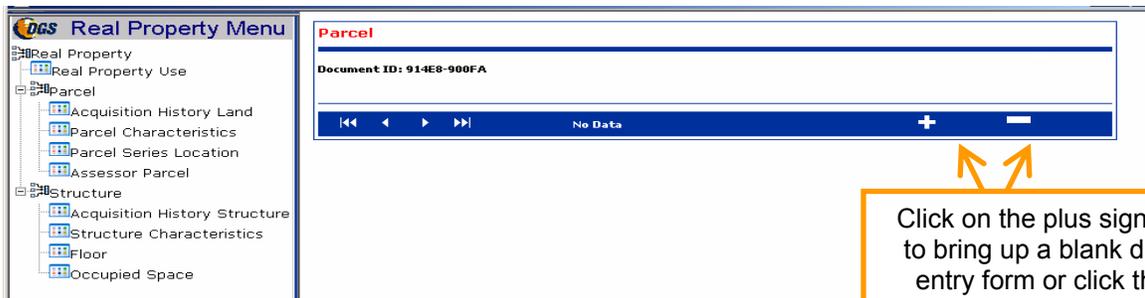


The user should click the “Save Unfinished Document” icon if they wish to save their work and finish at a later time. Please refer to *Section 6.16: Retrieve Unfinished Document*.

The user should click the “Submit” icon to submit the completed record to the SPI Review Analyst. If submitting, the user may be prompted to make corrections to the record before it is officially sent to an SPI Review Analyst. Upon the successful submission of the real property record, the user will receive a confirmation email.

Additional Record Entry Screens

To bring up an additional data entry screen for all other menu items related to parcels and/or structures, click on the menu item on the Real Property Menu, such as the parcel or assessor parcel. A screen similar to the one shown below will be displayed. Click the plus sign (+) to bring up an additional blank data entry screen or click the minus (-) sign to delete a record. See detailed instructions in *Section 6.3 through 6.14*.



Click on the plus sign (+) to bring up a blank data entry form or click the minus sign (-) to delete it.

Miscellaneous Guidelines for the Submittal Process

A small red box (☐) located to the left of a data field on any data entry screen indicates that the field is mandatory. This field must be completed by the user or the record will not be accepted for submittal to the SPI database. If there is mandatory information that is not readily available, the user may save the unfinished document and complete it once the data is obtained. See *Section 6.15: Save Unfinished Document*.

If the user navigates to a date field using the mouse, the date field must be highlighted or the format removed in order to enter the new date. Enter the date in the format indicated (MM/DD/YYYY) on the screen(s).

The user must click “Apply Changes” on all entry screens prior to navigating to additional screens or changes will be lost.

NOTE: Every effort should be made to make all entries as accurate and complete as possible. The following appendixes provide a detailed listing, description and definition of the fields found on each data entry screen:

Real Property ([Appendix F](#))

Real Property Use ([Appendix G](#))

Parcel ([Appendix H](#))

Acquisition History Land ([Appendix I](#))

Parcel Characteristics ([Appendix J](#))

Parcel Series Loc ([Appendix K](#))

Assessor Parcel ([Appendix L](#))

Structure ([Appendix M](#))

Acquisition History Structure ([Appendix N](#))

Structure Characteristics ([Appendix O](#))

Floor ([Appendix P](#))

Occupied Space ([Appendix Q](#))

6.1 Login and Main Menu

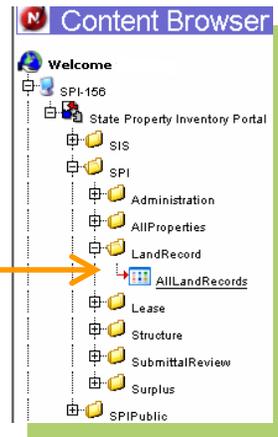
Make sure the user has proper authorization for submitting SPI data. Please contact an SPI representative via the SPI Help Desk email: spiweb@dgs.ca.gov for questions regarding user login, authorizations and passwords. Please be sure to leave your name and phone number, including your area code.

The user can log onto the SPI Agency website at:

<http://www.spi.dgs.ca.gov/agency>. If unsure how to navigate the Content Browser located on the left hand side of the SPI Web Site main screen, please refer to *Section 2.0: System User Information* for detailed instructions. To access the real property data entry screens follow the instructions below:

To access a new real property and/or an existing real property modification data entry screen:

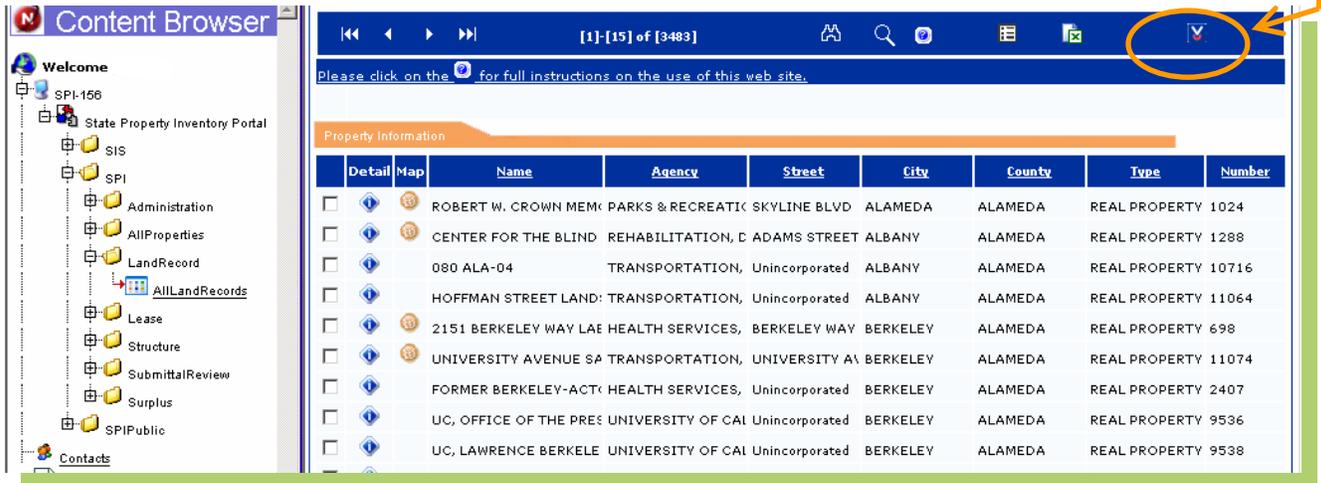
1. Click on the “LandRecord” folder on the Content Browser to expand the available selections.
2. Click on “AllLandRecords” icon.



6.2 Accessing Data Entry Screens

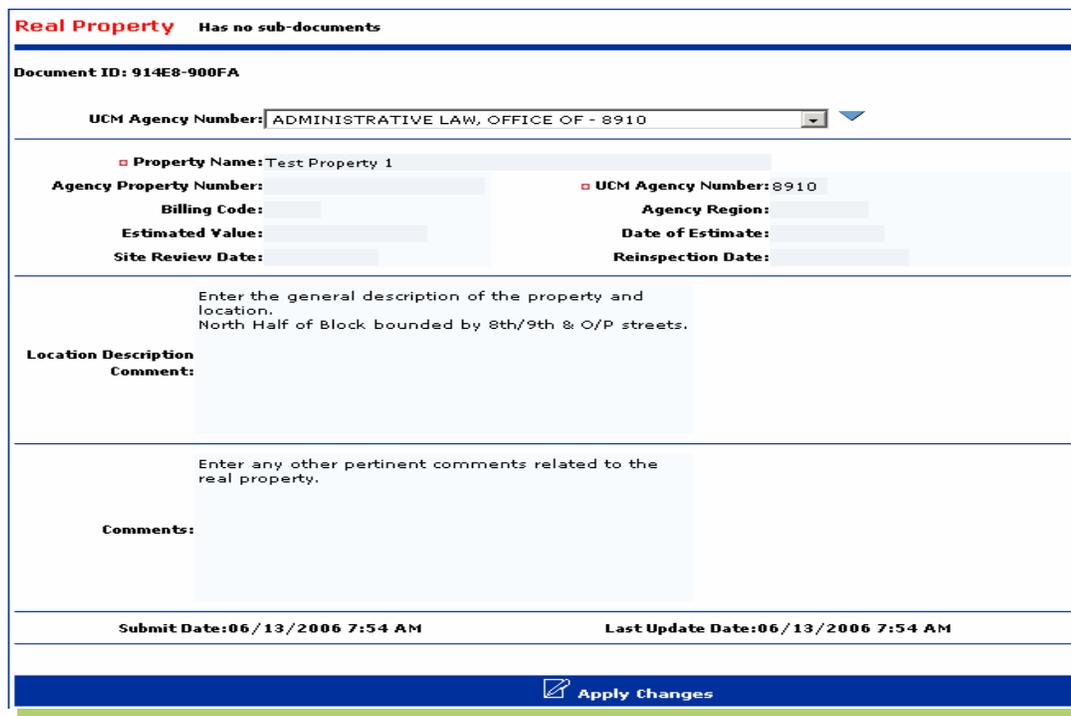
A. Accessing a New Real Property Entry Screen

1. Click the “Submit New Land Record” icon, located at the top right portion of the screen to submit a new real property record.



The screenshot shows a web browser window titled "Content Browser" displaying a list of property records. The browser's address bar shows "[1]-[15] of [3483]". A blue banner at the top of the page contains the text "Please click on the [icon] for full instructions on the use of this web site." An orange circle highlights a small icon in the top right corner of the browser window, which is the "Submit New Land Record" icon mentioned in the instructions. Below the banner is a table titled "Property Information" with columns: Detail, Map, Name, Agency, Street, City, County, Type, and Number. The table lists several properties, including "ROBERT W. CROWN MEMORIAL PARKS & RECREATION SKYLINE BLVD ALAMEDA ALAMEDA REAL PROPERTY 1024" and "UC, OFFICE OF THE PRESIDENT UNIVERSITY OF CALIFORNIA UNINCORPORATED BERKELEY ALAMEDA REAL PROPERTY 9536".

2. A blank real property data submittal screen will be displayed. Continue to *Section 6.3.A: Adding a New Real Property* for detailed instructions on completing this screen.

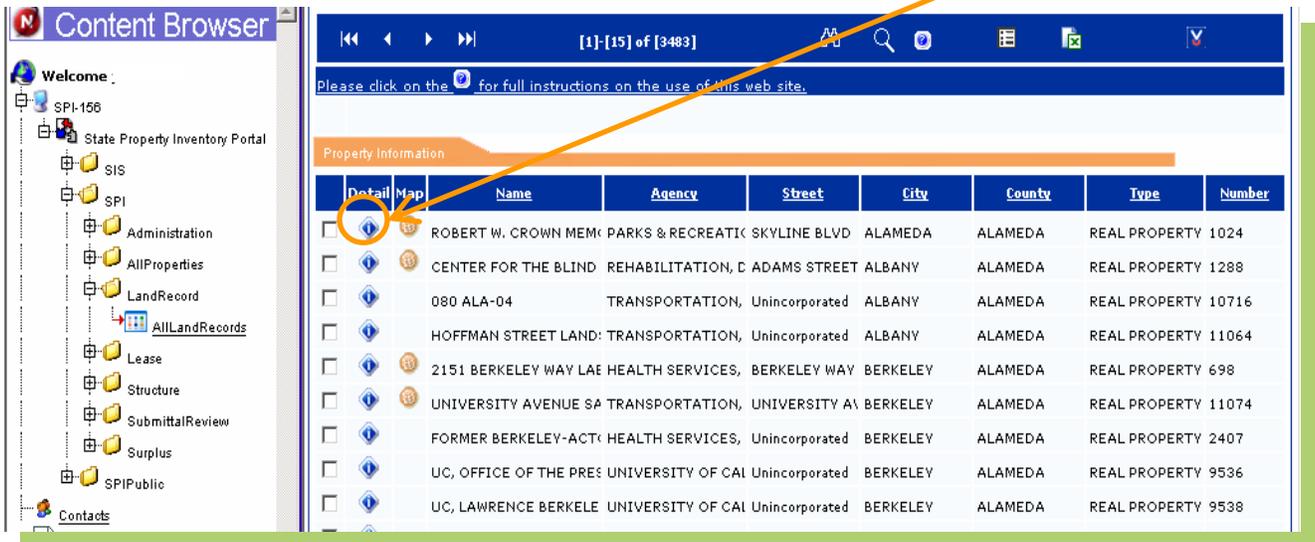


The screenshot shows a "Real Property" data submittal screen. The title bar indicates "Real Property" and "Has no sub-documents". The "Document ID" is 914E8-900FA. The "UCM Agency Number" is set to "ADMINISTRATIVE LAW, OFFICE OF - 8910". The "Property Name" is "Test Property 1". The "Agency Property Number" is blank, and the "UCM Agency Number" is "8910". The "Billing Code" is blank, and the "Agency Region" is blank. The "Estimated Value" is blank, and the "Date of Estimate" is blank. The "Site Review Date" is blank, and the "Reinspection Date" is blank. The "Location Description" section contains the text: "Enter the general description of the property and location. North Half of Block bounded by 8th/9th & O/P streets." The "Comments" section contains the text: "Enter any other pertinent comments related to the real property." The "Submit Date" is "06/13/2006 7:54 AM" and the "Last Update Date" is "06/13/2006 7:54 AM". An "Apply Changes" button is located at the bottom of the screen.

B. Accessing the Modification of an Existing Real Property Screen

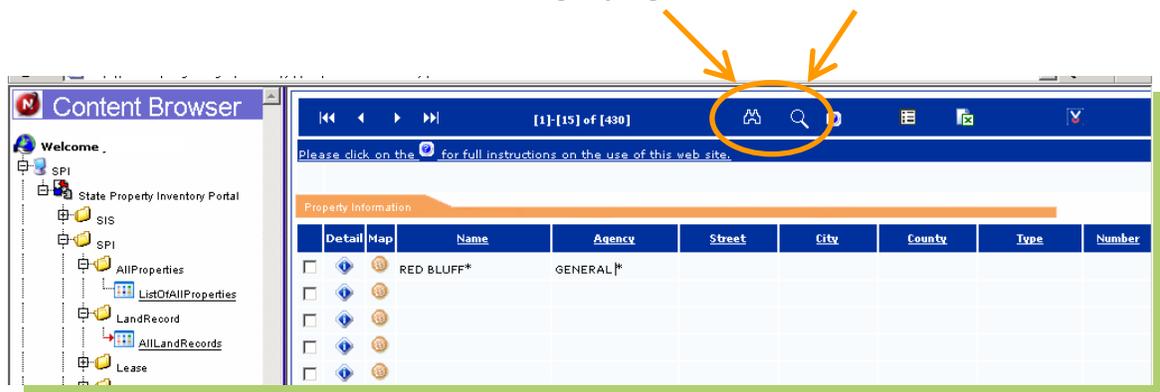
Modification of a real property consists of adding additional records or modifying or deleting existing parcel and/or structure records. To access the existing real property modification screen, the user must locate the record one of two ways:

Option 1: Select the real property record to be modified by scrolling through the records and clicking the Detail icon on the left side of the real property name.



Option 2: A specific real property record may also be retrieved by performing a search.

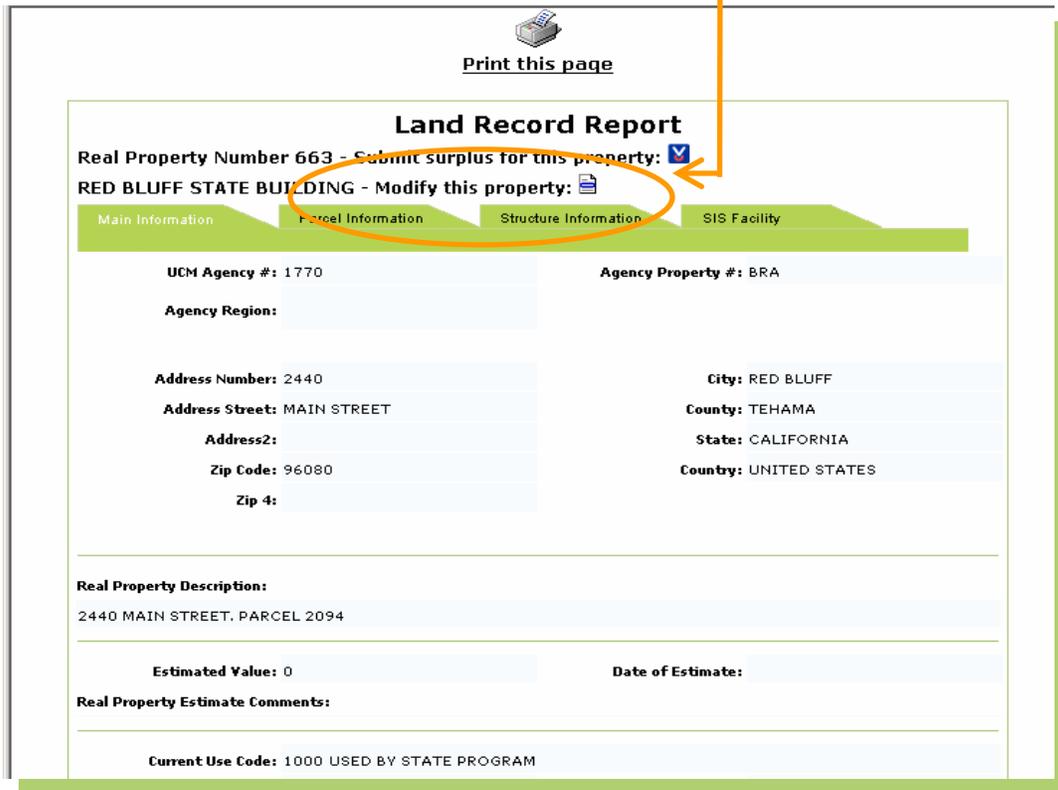
1. Click the Binoculars icon and enter specific search criteria.
2. Click the Magnifying Glass icon to execute the search.



- The result screen will appear, and the user can click the Detail icon to access the Land Record Report screen.



- Click the "Modify this property" icon to gain access to the modification submittal screens.



- The real property record screen will be displayed. Continue to *Section 6.3.B: Modification of an Existing Real Property* for detailed instructions on completing this screen.

6.3 Real Property Section

A real property record must have at least one parcel, acquisition history land and parcel characteristic before it can be submitted to the SPI.

A. Adding a New Real Property

1. Select the UCM Agency Number from the LOV or key in the agency number in the UCM Agency Number field.
2. Click the Insert button (▼) on the right of the LOV to insert the value in the data submittal section of the screen.

1: Select UCM Agency Number from the drop down LOV.

2: Click ▼ to insert value.

3: Complete as many fields as are applicable.

4: Apply changes before exiting.

3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
4. Click “Apply Changes” before exiting this screen.

B. Modification of an Existing Real Property

1. Make the necessary changes to the real property record.
2. Click the “Apply Changes” icon. After the changes have been applied the changed field(s) will be identified by an **[M]**.

NOTE: Enter any comments in the comment field on this screen.

The screenshot displays the 'DGS Real Property Menu' interface. On the left is a navigation tree with categories like 'Real Property', 'Parcel', and 'Structure'. The main area shows a 'Real Property' record for 'RED BLUFF STATE BUILDING'. Fields include 'Agency Property Number: BRA', 'Billing Code: 30064', 'Estimated Value: \$0.00', and 'Site Review Date: MM/DD/YYYY'. A red '[M]' icon is next to 'Agency Region: XII Test', indicating a modification. Below the record is a 'Location Description' field and a 'Comments' field with instructions: 'Enter all comments for modified records in this comment field. This is the only comment that can be updated. User should note the entity to be updated such as Parcel Comments, Structure Comments, etc.' At the bottom, there are buttons for 'Submit', 'Save Unfinished Document', and 'Apply Changes'. A callout box points to the 'Apply Changes' button with the text '2: Apply changes before exiting.' Another callout points to the '[M]' icon in the 'Agency Region' field with the text '2: Apply changes before exiting.'

3. The user can either continue to add or update the subsequent records at this time. If the modifications are complete, go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Transfer / Dispose of a Real Property

To request a property to be declared surplus, please see *Section 4.0: Submitting a Potential Surplus Property to DGS*. If the property has already gone through the surplus process and now needs to be removed from the SPI, please request the removal through the comment section on the real property screen. Apply changes and then submit. The documentation for this request must be forwarded to the SPI unit in order to complete this process.

6.4 Real Property Use Section

A. Adding a New Real Property Use

1. Click on the “Real Property Use” option on the Real Property Menu. Click on the plus (+) sign to display a blank data entry screen.
2. Select values from the LOV and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.

The screenshot shows the 'Real Property Use' data entry screen. On the left is a 'Real Property Menu' with a tree view containing options like 'Real Property Use', 'Parcel', 'Structure', etc. The main screen displays a form for 'Real Property Use' with a document ID of 914E8-900FA. A red error message states: 'A value must be specified for: ProjProgUseDate'. The form includes dropdown menus for 'Current Program Use Codes', 'Projected Program Use Codes', and 'Land Use Codes'. Below these are input fields for 'Current Program Use Code', 'Projected Program Use Code', 'Projected Program Use Date', 'Land Use Code', 'Current Use Acres', 'Estimated Value', 'Surplus Flag', and 'Date of Estimate'. A 'Use Comment' field contains the text: 'Test Comment Site purchased for office building.' At the bottom, there is a navigation bar with a plus sign (+) and a minus sign (-). Callouts provide instructions: '2: Select value from the LOV and then click ▼ to insert value.' (pointing to the dropdown arrows), '3: Complete as many fields as are applicable.' (pointing to the input fields), and '4: Apply Changes before exiting.' (pointing to the 'Apply Changes' button). A note at the bottom right states: 'NOTE: Click on the plus sign (+) to bring up a blank data entry form or click the minus sign (-) to delete it.'

3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
4. Click “Apply Changes” before exiting this screen.

NOTE: Multiple records may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you have entered. Then, click on the plus (+) sign to bring up another blank data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon when all entries have been made and before exiting the screen.

B. Modification of an Existing Real Property Use

1. Click the “Real Property Use” option on the Real Property Menu, and a listing of the real property use record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new real property use record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 4*, in this section for instructions for entering a new record.

OR

- Modify an existing record: A real property record will have one or more real property use records. Please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify.

NOTE: Use the navigation buttons to select the record you wish to change.

NOTE: Click on the plus sign (+) to bring up a blank data entry form or click the minus sign (-) to delete it.

2. Make the necessary modifications to the record.
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.
4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete, go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Delete an Existing Real Property Use

Before deleting a real property use record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click “Apply Changes”. The document will then be marked as a “Deleted Document”.

6.5 Parcel Section

A. Adding a New Parcel

1. Click on the “Parcel” option on the Real Property Menu. Click on the plus (+) sign to display a blank data entry screen.
2. Select values from the LOV and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.

The screenshot shows the DGS Real Property Menu on the left and the Parcel data entry screen on the right. The menu includes categories like Real Property, Real Property Use, Parcel, Acquisition History Land, Parcel Characteristics, Parcel Series Location, Assessor Parcel, Structure, Acquisition History Structure, Structure Characteristics, Floor, and Occupied Space. The Parcel data entry screen displays fields for Group Type Code, City Code, County Code, State Code, and Country Code, along with Agency Parcel Number, Address Number, Address Street, Zip Code, and a CPS Comment field. A plus sign (+) is visible at the bottom right of the screen.

2: Select value from the LOV and then click ▼ to insert value.

3: Complete as many fields as are applicable.

4: Apply Changes before exiting.

NOTE: Click on the plus sign (+) to bring up a blank data entry form or click the minus sign (-) to delete it.

5: Complete all subcategories before moving on.

3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
4. Apply changes before exiting this screen.
5. After completing and clicking “Apply Changes” on the main parcel data entry screen, complete the data entry screens for all subcategories under “Parcel” as seen on the Real Property Menu (i.e. Acquisition History Land, Parcel Characteristics, Parcel Series Location and Assessor Parcel) before adding additional parcels.

NOTE: Multiple records may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered (according to the steps above). Then, click on the plus (+) sign to bring up a blank parcel data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon when all entries have been made and before exiting the screen.

B. Modification of an Existing Parcel

1. Click the “Parcel” option on the Real Property Menu, and a listing of the parcel(s) record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new parcel record: Click the plus (+) sign at the bottom of the page, and a new record will be available for data entry. See *Part A, 2 through 5*, in this section for instructions for entering a new record.

OR

- Modify an existing record: A real property document will have one or more parcel records. Please ensure you are on the correct parcel record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify.

The image shows a screenshot of the DGS Real Property Menu on the left and a Parcel record form on the right. An orange arrow points from the 'Parcel' option in the menu to the form. A note box with an orange border and arrow points to the navigation buttons at the bottom of the form.

DGS Real Property Menu

- Real Property
- Real Property Use
- Parcel
- Acquisition History Land
- Parcel Characteristics
- Parcel Series Location
- Assessor Parcel
- Structure
- Acquisition History Structure
- Structure Characteristics
- Floor
- Occupied Space

Parcel Has: [1] Acquisition History - Has: [4] Characteristics - Has: [0] Location(s) - Has: [1] Assessor(s)

Document ID: D8561-3602C - RP Number: 688

Group Type Code: ---
City Code: ---
County Code: ---
State Code: CALIFORNIA - CA
Country Code: UNITED STATES - 1

History Number: 6200324 Series Number: 1
Group Type Code: 1 Agency Parcel Number: [redacted]
City Code: 5000 County Code: 34
State Code: CA Country Code: 1
Original Acreage: 0.1 Address Number: 1416
Address Street: NINTH STREET Address2: [redacted]
Zip Code: 95814 Zip4: [redacted]

LOCATED BETWEEN N AND O , 8TH AND 9TH STREET. ACQUISITION COST HAS BEEN ADJUSTED TO
CPS Comment: \$955 FROM \$0, SEE FILE NO. 11-ALLOCATED MISCELLANEOUS ACQUISITION EXPENSE, PER AGENCY (DGS ACCTG) 1997 VERIFICATION.

Navigation: [Previous] [Next] [Home] [Search] [Apply Changes] [Add] [Remove]

NOTE: Use the navigation buttons to select the record you wish to change.

NOTE: The user can search for a specific parcel record by clicking on the Binoculars icon at the bottom of the screen. The parcel screen will blank the current values out. Enter the specific “History Number” in the data field and click the Magnifying Glass icon to execute the search. See [Appendix A](#).

2. Make the necessary modifications to the record
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.

4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete, go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

NOTE: Enter any comments in the comment field on this screen.

C. Delete an Existing Parcel

Before deleting a parcel record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.6 Acquisition History Land Section

A. Adding a New Acquisition History Land

1. Click on the “Acquisition History Land” option on the Real Property Menu. Only one entry is allowed per new parcel entry. Click on the plus (+) sign to display a blank data entry screen.

The screenshot displays the OGS Real Property Menu interface. On the left, a tree view shows the navigation structure, with 'Acquisition History Land' selected. The main window shows a data entry form for 'Parcel [1] of [1]/Acquisition History'. The form includes fields for 'Manner Acquired' (set to 'ACQUIRED - 1'), 'Funding Source Number' (set to 'GENERAL FUND - 1'), and various acquisition details. A callout box labeled '2' points to the dropdown arrow next to 'Manner Acquired'. Another callout box labeled '3' points to the 'Manner Acquired' field and other fields marked with a red square icon. A third callout box labeled '4' points to the 'Apply Changes' button at the bottom of the form.

2: Select value from the LOV and then click ▼ to insert value.

3: Complete as many fields as are applicable.

4: Apply Changes before exiting.

2. Select values from the LOV and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.
3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record.
4. Apply changes before exiting this screen.

B. Modification to an Existing Acquisition History Land

1. Click the “Acquisition History Land” option on the Real Property Menu, and a listing of the acquisition history land record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new acquisition history land record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 4*, in this section for instructions for entering a new record.

OR

- Modify an existing record: A parcel record will have one or more acquisition history land records. Please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify.

NOTE: The user cannot change the dollar values in “Purchase Price,” “Estimated Gift Value” or “Acquisition Cost” fields. If the dollar values in these fields need to be changed, the user must enter the values with a new acquisition history structure record then delete the record with the old values.

NOTE: Use the navigation buttons to select the record you wish to change.

2. Make the necessary modifications to the record
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.
4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Delete an Acquisition History Land

Before deleting an acquisition history land record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.7 Parcel Characteristic Section

A. Adding a New Parcel Characteristic

1. Click on the “Parcel Characteristics” option on the Real Property Menu. Click on the plus (+) sign to display a blank data entry screen.
2. Select a value from the LOV.
3. To insert the LOV value, place the cursor in the Characteristic Code field in the data submittal section of the screen. Press the down (↓) arrow on the keyboard to insert the value.

The screenshot shows the GCS Real Property Menu on the left, with 'Parcel Characteristics' selected. The main window is titled 'Parcel [1] of [1]/Characteristics' and shows 'Document ID: 914E8-900FA'. A dropdown menu for 'Characteristics Codes' is open, showing 'FEE TITLE - 1000'. Below this, a red box highlights the 'Characteristic Code' field, which contains '1000'. Other fields include 'Commence Term Date: MM/DD/YYYY' and 'End Term Date: MM/DD/YYYY'. A comment field contains 'Test Characteristic Comment'. The bottom navigation bar shows '[1]-[1] of [1]' and an 'Apply Changes' button with a plus sign.

2: Select value from the LOV.

3: Place cursor in field and press the down (↓) arrow to insert value.

4: Complete as many fields as are applicable.

5: Apply Changes before exiting.

4. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
5. Apply changes before exiting this screen.

NOTE: Multiple characteristics may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank parcel characteristics data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

B. Modification to an Existing Parcel Characteristic(s)

1. Click the “Parcel Characteristics” option on the Real Property Menu and a listing of the parcel characteristic record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new parcel characteristic record: Click the plus (+) sign at the bottom of the page, and a new record will be available for data entry. See *Part A, 2 through 5*, in this section for instructions for entering a new record.

OR

- Modify an existing record: A parcel record will have one or more parcel characteristic records. Please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify. The “Commence Term Date” and “End Term Date” are the only fields you can modify on this screen.

If the user needs to modify a characteristic code, the user must enter a new parcel characteristic and delete the old record (See *Part C* for instructions on deleting). Enter any comments in the comment field on this screen.

NOTE: Use the navigation buttons to select the record you wish to change.

C. Delete a Parcel Characteristic

To delete a parcel characteristic record, select the record you wish to delete by clicking the select box located on the left side of the screen. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click “Apply Changes.” The document will then be marked as a “Deleted Document.”

6.8 Parcel Series Location Section

A. Adding a New Parcel Series Location

1. Click on the “Parcel Series Location” option on the Real Property Menu. Click on the plus (+) sign to display a blank data entry screen.

The screenshot shows the 'DGS Real Property Menu' on the left with 'Parcel Series Location' selected. The main window is titled 'Parcel [1] of [1]/Series LOC.' and shows 'Document ID: 914E8-900FA'. The data entry fields are:

- Township (Sample Pattern:35.5N):05.0N
- Range (Sample Pattern:40.0E):05.0E
- Section (between [1-36]):10
- Base Meridian Code: [MD]

Callouts in the image:

- 2: All fields must be entered.
- 3: Select a Base Meridian Code.
- 4: Apply Changes before exiting.

2. Enter the Township, Range and Section values in the format specified in the data entry screen. The user must enter either a .0 or a .5 following the township and range number in this field for the entry to be accepted. (See [Appendix K](#) for detailed explanation.)
3. Select a Base Meridian Code from the LOV.
4. Apply changes before exiting this screen.

NOTE: Multiple parcel series locations may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank parcel series location data entry screen, and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

B. Modification to an Existing Parcel Series Location

1. Click the “Parcel Series Location” option on the Real Property Menu, and a listing of the parcel series location record(s) for the real property document will become available. The user can exercise one of the following options:
 - Add additional series location record for an existing parcel record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 4*, in this section for instructions for entering a new record.
- OR
- Existing parcel series location records cannot be modified. The user must enter a new parcel series location record with the revised values and delete the old record.

The screenshot displays the 'DGS Real Property Menu' interface. On the left is a tree view with categories: Real Property, Real Property Use, Parcel, Acquisition History Land, Parcel Characteristics, Parcel Series Location (highlighted with an orange arrow), Assessor Parcel, Structure, Acquisition History Structu, Structure Characteristics, Floor, and Occupied Space. The main content area shows a record for 'Parcel [1] of [1]/Series LOC.' with 'Document ID: 914E8-900FA'. Below this, there are four fields: Township (Sample Pattern: 35.5N): 05.0N, Range (Sample Pattern: 40.0E): 05.0E, Section (between [1-36]): 10, and Base Meridian Code: MDE. At the bottom, there is a navigation bar with left and right arrows, a plus sign, and a minus sign, along with the text '[1]-[1] of [1]' and 'Apply Changes'.

C. Delete a Parcel Series Location

To delete a parcel series location record, select the record you wish to delete by clicking the select box located on the left side of the screen. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click “Apply Changes.” The document will then be marked as a “Deleted Document.”

6.9 Assessor Parcel Section

A. Adding a New Assessor Parcel

1. Click on the “Assessor Parcel” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.

OGS Real Property Menu

Real Property

- Real Property Use
- Parcel
 - Acquisition History Land
 - Parcel Characteristics
 - Parcel Series Location
 - Assessor Parcel
- Structure
 - Acquisition History Structu
 - Structure Characteristics
 - Floor
 - Occupied Space

Parcel [1] of [1]/Assessor

Document ID: 914E8-900FA

Assessor Book: 6 Assessor Page: 51 Assessor Number: 10

Apply Changes + -

[1]-[1] of [1]

3: Apply Changes before exiting.

2: Insert Assessor Book, Page and Number.

2. The Assessor Book, Page and Number must be entered to create a valid record to be submitted to the SPI database. A zero must be entered in the Assessor Book data field for San Francisco County records. (See [Appendix L](#) for detailed explanations.)
3. Apply changes.
4. The leading zeroes will be inserted by the program after clicking “Apply Changes.” Below is an example of the results screen.

Parcel [1] of [1]/Assessor

Document ID: 914E8-900FA

Assessor Book: 00006 Assessor Page: 0051 Assessor Number: 010

Apply Changes + -

[1]-[1] of [1]

NOTE: Multiple assessor parcels may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank assessor parcel data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

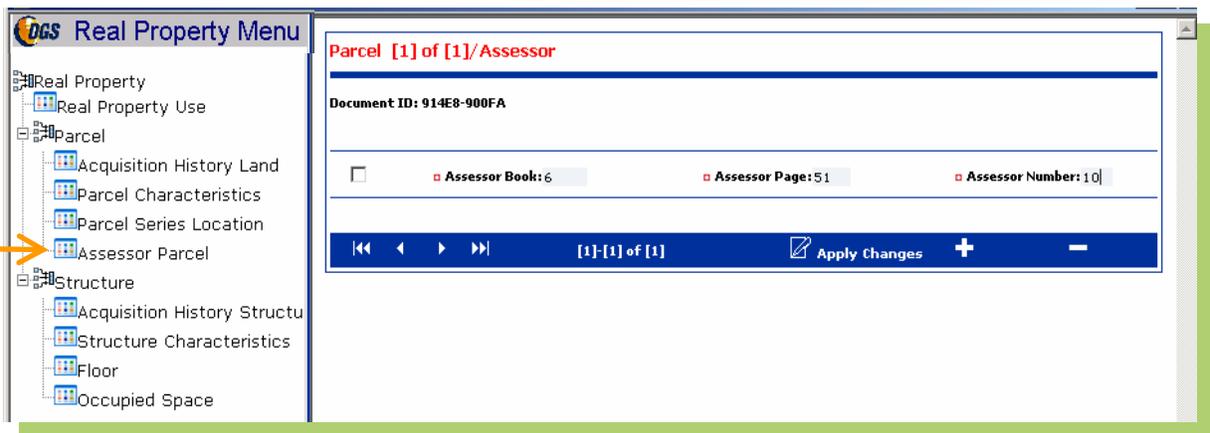
Now that all parcel screens have been entered and changes applied, the user may return to the main parcel screen on the Real Property Menu and click the plus (+) sign to begin another parcel entry.

B. Modification to an Existing Assessor Parcel

1. Click the “Assessor Parcel” option on the Real Property Menu, and a listing of the assessor parcel record(s) for the real property document will become available. The user can exercise one of the following options:
 - Add additional assessor parcel record(s). For an existing parcel, click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 4*, in this section for instructions for entering a new record.

OR

 - Existing assessor parcel records cannot be modified at this time. The user must enter a new assessor parcel record with the revised values and delete the old record.



C. Delete an Assessor Parcel

To delete an assessor parcel record, select the record you wish to delete by clicking the select box located on the left side of the screen. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click “Apply Changes.” The document will then be marked as a “Deleted Document.”

6.10 Structure Section

Each structure must have one (1) acquisition history structure record in order to be submitted to SPI. See *Section 6.11: Acquisition History Structure Section* for detailed instructions.

A. Adding a New Structure

1. Click on the “Structure” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.
2. Click the Expand button (▶) to expand the LOV portion of the data entry screen.

The image shows a screenshot of the DGS Real Property Menu on the left and the Structure data entry screen on the right. The menu includes options like Real Property, Parcel, and Structure. The Structure screen displays a form with various dropdown menus and text fields. Numbered callouts (1-6) provide instructions on how to use the interface.

1: Click on the “Structure” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.

2: Click ▶ to expand the List of Values.

3: Select a value and click ▼ to insert value for each Structure code.

4: Complete as many fields as are applicable.

5: Apply Changes before exiting.

6: Complete all subcategories before moving on.

3. Select values from the LOV, and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.

4. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
5. Apply changes before exiting this screen.
6. After completing and clicking “Apply Changes” on the main structure data entry screen, complete the data entry screens for all subcategories under “Structure” as seen on the Real Property Menu (i.e. Acquisition History Structure, Structure Characteristics, Floor and Occupied Space).

NOTE: Multiple records may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered (according to the steps above). Then, click on the plus (+) sign to bring up a blank structure data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon when all entries have been made and before exiting the screen.

B. Modification of an Existing Structure

1. Click the “Structure” option on the Real Property Menu, and a listing of the structure(s) record for the real property document will become available. The user can exercise one of the following options:

- Add a new structure record: Click the plus (+) sign at the bottom of the page, and a new record will be available for data entry. See *Part A, 2 through 6*, in this section for instructions for entering a new record.

OR

- Modify an existing record: Please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify.

NOTE: Use the navigation buttons to select the record you wish to change.

Structure Has: [1] Acquisition History - Has: [1] Characteristics - Has: [19] Floor(s) - Has: [3] Occupied Space(s)

Document ID: C1EB6-5A02E - RP Number: 679

Structure Number: 2365	Structure Group Code: 2
Structure Name: OFFICE BUILDING #8	Address Street: P STREET
Address Number: 714	City Code: 5000
Address2:	State Code: CA
County Code: 34	Zip4:
Zip Code: 95814	Owner Agency Number: 1770
Country Code: 1	Managing Agency Number: 1770
Billing Code: 30064	Agency Structure Number: 039
Agency Region:	Structure Type Code: 2300
State Owned Code: 3	Year Built: 1970
Number Of Floors: 18	Building Gross Square Feet:
Gross Inside Square Feet: 303,390	Projected Program Use Code: 1000
Current Program Use Code: 1000	Condition Code: 3
Projected Program Use Date: 06/30/1994	

ASBESTOS MATERIALS FOUND IN BUILDING, YEAR BUILT - 1969

Structure Comment:

Navigation buttons: [1] of [2], Apply Changes, +, -

2. The user can search for a specific structure record by clicking on the binoculars icon at the bottom of the screen. The structure screen will blank the current values out. Enter the specific “Structure Number” in the data field and click the magnifying glass icon to execute the search.

3. Make the necessary modifications to the record.

4. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.

5. The user can either continue to add or update the subsequent records at this time. If the modifications are complete, go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

NOTE: Enter any comments in the comment field on this screen.

C. Delete a Structure

Before deleting structure record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.11 Acquisition History Structure Section

A. Adding a New Acquisition History Structure

1. Click on the “Acquisition History Structure” option on the Real Property Menu. Only one entry is allowed per new structure entry. All additions and modifications to an acquisition history structure record must be made via the modification procedure. See *Part B* following.

The screenshot shows the 'DGS Real Property Menu' on the left with 'Acquisition History Structure' selected. The main window displays the 'Structure [1] of [1]/Acquisition History' form. The form includes a 'Document ID: C5143-420FC' and several data entry fields. Callout 1 points to the menu item. Callout 2 points to the 'Manner Acquired' dropdown menu. Callout 3 points to the 'Manner Acquired' and 'Instrument Date' fields. Callout 4 points to the 'Apply Changes' button at the bottom of the form.

2: Select a value from the LOV and click ▼ to insert.

3: Complete as many fields that are applicable.

4: Apply Changes before exiting.

2. Select values from the LOV and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.
3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record.
4. Apply changes before exiting this screen.

B. Modifications to an Existing Acquisition History Structure

1. Click the “Acquisition History Structure” option on the Real Property Menu and a listing of the acquisition history structure record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new acquisition history structure record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 4*, in this section for instructions for entering a new record.

OR

- Modify an existing record: If the real property document has multiple structure records, please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify.

NOTE: The user cannot change the dollar values in “Cost of Structure” or “Cost of Additions” fields. If the dollar values in these fields need to be changed, the user must enter the values with a new acquisition history structure record then delete the record with the old values.

DCS Real Property Menu

Real Property
Real Property Use
Parcel
Acquisition History Land
Parcel Characteristics
Parcel Series Location
Assessor Parcel
Structure
Acquisition History Structure
Structure Characteristics
Floor

Structure [1] of [2]/Acquisition History Structure Number: 2365

Document ID: C1EB6-5A02E - RP Number: 679

Manner Acquired: ---
Funding Source Number: ---

Manner Acquired: 2 Instrument Date: 06/30/1988
Cost of Structure: \$10,331,884.00 Cost of Additions: 0
Funding Source Number: 1 Multiple Funding Flag: Y
Document Number: Begin Fiscal Year: YYYY
End Fiscal Year: YYYY Transaction Date: 10/27/1989

Navigation buttons: [1] of [1], Apply Changes, +, -

NOTE: Use the navigation buttons to select the record you wish to change.

2. Make the necessary modifications to the record
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.
4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Delete an Acquisition History Structure

Before deleting an acquisition history structure record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.12 Structure Characteristic Section

A. Adding a New Structure Characteristic(s)

1. Click on the “Structure Characteristics” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.
2. Select value from the LOV.

3: Place cursor in field and press the down (↓) arrow to insert value.

2: Select a value from the LOV.

4: Complete as many fields as are applicable.

5: Apply Changes before exiting.

3. To insert the LOV value, place the cursor in the Characteristic Code field in the data submittal section of the screen. Press the down (↓) arrow on the keyboard to insert the value.
4. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
5. Apply changes before exiting this screen.

NOTE: Multiple structure characteristics may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

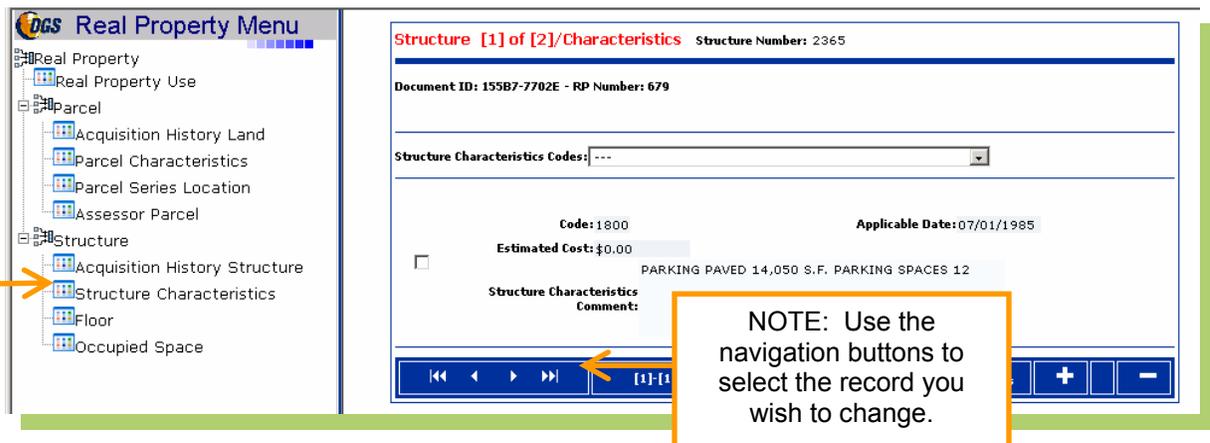
B. Modification to an Existing Structure Characteristic(s)

1. Click the “Structure Characteristics” option on the Real Property Menu, and a listing of the structure characteristics record(s) for the real property document will become available. The user can exercise one of the following options:

- Add a new structure characteristics record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A, 2 through 5*, in this section for instructions for entering a new record.

OR

- Modify an existing record: A structure record will have one or more structure characteristic records. Please ensure you are on the correct record before making modifications. Use the navigation buttons at the bottom of the screen to select the record you wish to modify. The “Estimated Cost” is the only field the user can modify on this screen. If the user wishes to modify a Characteristic Code or Applicable Date, the user must enter a new structure characteristic and delete the old record. Enter any comments in the comment field on this screen.



2. Make the necessary modifications to the record
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.
4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Delete a Structure Characteristic

To delete a structure characteristic record, select the record you wish to delete by clicking the select box located on the left side of the screen. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.13 Floor Section

A. Adding a New Floor

1. Click on the “Floor” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.

OGS Real Property Menu

Real Property
Real Property Use
Parcel
Acquisition History Land
Parcel Characteristics
Parcel Series Location
Assessor Parcel
Structure
Acquisition History Structu
Structure Characteristics
Floor
Occupied Space

Structure [1] of [1]/Floor

Document ID: 7ACE9-830FB

<input type="checkbox"/>	Floor ID: 1	Net Office Area: 44,500
	Net Storage Area: 1,000	Added Facility: 1,000
	Common: 2,000	Garage: 0
	MVP: 500	Defined Common: 1,000
		Floor Inside Gross: 50,000
<input type="checkbox"/>	Floor ID: 2	Net Office Area: 046500
	Net Storage Area: 500	Added Facility: 0
	Common: 1,500	Garage: 0
	MVP: 500	Defined Common: 1,000
		Floor Inside Gross: 0

[1]-[2] of [2] Apply Changes + -

2: Complete as many fields as are applicable.

3: Apply Changes before exiting.

2. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record. The program will compute the Floor Inside Gross square feet when the “Apply Changes” icon is clicked.
3. Apply changes before exiting this screen.

NOTE: Multiple floors may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

B. Modification to an Existing Floor

1. Click the “Floor” option on the Real Property Menu, and a listing of the floor record(s) for the structure record will become available. The user can exercise one of the following options:
 - Add a new floor record: Click the plus (+) sign at the bottom of the page, and a new record will be available for data entry. See *Part A, 2 through 3*, in this section for instructions for entering a new record.
- OR
- Existing floor records cannot be modified at this time. The user must enter a new floor record with the revised values and delete the old record.

Structure [1] of [1]/Floor		Structure Number: 2297	
Document ID: 2E5A4-E502E - RP Number: 688			
<input checked="" type="checkbox"/>	Floor ID: 1 Net Storage Area: 1,540 Common: 12,886 MVP: 0	Net Office Area: 15,328 Added Facility: 0 Garage: 0 Defined Common: 4,421	Floor Inside Gross: 34,175 - SQFT
<input type="checkbox"/>	Floor ID: 2 Net Storage Area: 0 Common: 7,145 MVP: 0	Net Office Area: 26,415 Added Facility: 0 Garage: 0 Defined Common: 0	Floor Inside Gross: 33,560 - SQFT
<input type="checkbox"/>	Floor ID: 3 Net Storage Area: 0 Common: 7,110 MVP: 0	Net Office Area: 32,755 Added Facility: 0 Garage: 0 Defined Common: 0	Floor Inside Gross: 39,865 - SQFT

C. Delete a Floor

To delete a floor record, select the record you wish to delete by clicking the select box located on the left side of the screen. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click “Apply Changes.” The document will then be marked as a “Deleted Document.”

6.14 Occupied Space Section

A. Adding a New Occupied Space

1. Click on the “Occupied Space” option on the Real Property Menu. Click the plus (+) sign to display a blank data entry screen.

The screenshot shows the 'GGS Real Property Menu' on the left with 'Occupied Space' selected. The main window is titled 'Structure [1] of [1]/Occupied Space' and shows a document ID of 7ACE9-830FB. It contains several dropdown menus for 'Occupying Agency Numbers', 'Division Numbers', and 'Space Type Codes'. Below these are various data entry fields, some with red boxes indicating mandatory fields. At the bottom, there is an 'Apply Changes' button and a plus sign to add more records.

Callout 1: Points to the 'Occupied Space' option in the Real Property Menu.

Callout 2: Points to the dropdown menus for Agency Numbers, Division Numbers, and Space Type Codes, with the instruction: "2: Select a value from the LOV and click ▼ to insert."

Callout 3: Points to the data entry fields, with the instruction: "3: Complete as many fields as are applicable."

Callout 4: Points to the 'Apply Changes' button, with the instruction: "4: Apply Changes before exiting."

2. Select values from the LOV and press the Insert button (▼) to the right of the LOV. The value will be displayed in the data submittal section of the screen.
3. Enter all mandatory fields as indicated by the red box (□). Complete as many fields as are applicable to this record and any pertinent comments.
4. Apply changes before exiting this screen.

NOTE: Multiple occupied space records may be entered for this section. To make additional entries, first click “Apply Changes” to save the data you just entered. Then, click on the plus (+) sign to bring up another blank data entry screen and follow the same instructions above. Be sure to click the “Apply Changes” icon at the end of entering each screen and before exiting.

Now that all structure screens have been entered and changes applied, the user may return to the main structure screen on the Real Property Menu and click the plus (+) sign to begin another structure entry.

B. Modification of an Existing Occupied Space

1. Click the “Occupied Space” option on the Real Property Menu and a listing of the occupied space record(s) for the structure record will become available. The user can exercise one of the following options:

- Add a new occupied space record: Click the plus (+) sign at the bottom of the page and a new record will be available for data entry. See *Part A* in this section for instructions for entering a new record.

OR

- Modify an existing record: Select the occupied space record to be modified by scrolling through the list using the navigation buttons and clicking the select box on the left side of the screen.

The screenshot displays the 'DGS Real Property Menu' interface. On the left is a navigation tree with 'Occupied Space' selected. The main area shows 'Structure [1] of [1]/Occupied Space' with 'Structure Number: 2297'. Below this is a 'Document ID: 2E5A4-E502E - RP Number: 688'. There are three dropdown menus for 'Occupying Agency Numbers', 'Division Numbers', and 'Space Type Codes'. The main data entry area contains fields for 'Occupying Agency Number: 1770', 'Division Number: 30501', 'Floor ID: 1', 'Space Type Code: 2300', 'Personnel Base Year: YYYY', 'Suite Or Room:', 'Quantity Of Unit: 1740', 'Occupying Or Beginning Date: 07/01/2006', 'Actual Vacated Date: MM/DD/YYYY', 'Full Time Personnel: 0', 'Part Time Personnel: 0', and '5-Year Personnel Projection: 0'. There is also a '10-Year Personnel Projection: 0' field and an 'Occupied Space Comment:' field. At the bottom is a navigation bar with buttons for navigation, '[1] of [35]', a search icon, an 'Apply Changes' button, a plus sign, and a minus sign. A note box with an arrow pointing to the navigation buttons contains the text: 'NOTE: Use the navigation buttons to select the record you wish to change.'

2. Make the necessary modifications to the record
3. Click the “Apply Changes” icon. After changes have been applied the modified field(s) will be identified by an **[M]**.
4. The user can either continue to add or update the subsequent records at this time. If the modifications are complete go to *Section 6.15: Save Unfinished Document* or *Section 6.17: Submit Real Property Document to SPI*.

C. Delete an Occupied Space

To delete an occupied space record, make sure you have selected the record you wish to delete. Click the minus (-) sign at the bottom of the screen. You will be requested to confirm the deletion by clicking the minus sign again. Click "Apply Changes." The document will then be marked as a "Deleted Document."

6.15 Save Unfinished Document

A user may save their work at anytime and complete at a later time by doing the following:

1. The user must click the “Apply Changes” icon on the bottom of the data entry screen before exiting the screen. If the user does not click the “Apply Changes” icon before exiting, the screen the entry will be lost and it will have to be re-entered.
2. Click the “Real Property” menu option.
3. Click “Apply Changes” icon.
4. Click the “Save Unfinished Document” icon at the bottom of the screen. This will save the document the user has been working on and the user can return to the document later. See *Section 6.16: Retrieve Unfinished Document* for detailed instructions.

GDS Real Property Menu

- Real Property
 - Real Property Use
 - Parcel
 - Acquisition History Land
 - Parcel Characteristics
 - Parcel Series Location
 - Assessor Parcel
 - Structure
 - Acquisition History Structure
 - Structure Characteristics
 - Floor
 - Occupied Space

Real Property Has no sub-documents

Document ID: 1188F-F1023

UCM Agency Number: GENERAL SERVICES, DEPT OF - 1770

Property Name: Test Property 2

Agency Property Number: DGS Test 2 UCM Agency Number: 1770

Billing Code: 03030 Agency Region: Test IV

Estimated Value: \$500,000.00 Date of Estimate: 08/03/2006

Site Review Date: 08/03/2006 Reinspection Date: 08/03/2016

Block 6, Lot 6, bounded by L, M & 11th, 12th Streets.

Location Description Comment:

Test comments for RP Test 2.

Comments:

Submit Date: 08/04/2006 11:28 AM Last Update Date: 08/04/2006 11:28 AM

Submit Save Unfinished Document Apply Changes

IMPORTANT: Do Not Click the “SUBMIT” icon until you are ready to submit the entire Real property record to SPI. Once the record is submitted to SPI the user will not be able to make any changes to the record until it has been processed by SPI.

6.16 Retrieve Unfinished Document

After saving an unfinished document, the user may retrieve this record by doing the following:

1. Click the "SubmittalReview" folder on the Content Browser.
2. Click the "SubmittedRealProperties" icon on the Content Browser.

The screenshot shows two windows. On the left is the 'Content Browser' with a tree view. The 'SubmittedRealProperties' folder is highlighted with an orange arrow. On the right is the 'Real Estate Services' application window. It displays a table of documents. The third row of the table has a blue detail icon circled in orange, with an arrow pointing to it from the 'SubmittedRealProperties' folder in the Content Browser.

User:	Real Property Name:
joeuser	RED BLUFF STATE BUILDING
RP Number: 663	ID: CAB8D-A5026
Number: CAB8D-A5026	Transaction: Modification
Submit Date: 08/07/2006 7:34 AM	Last Update: 08/07/2006 7:38 AM
Agency: GENERAL SERVICES, DEPT OF	Status: Unfinished Document
User: joeuser	Real Property Name: RED BLUFF STATE BUILDING
RP Number: 663	ID: 456B2-71026
Number: 456B2-71026	Transaction: Modification
Submit Date: 08/07/2006 7:51 AM	Last Update: 08/07/2006 7:52 AM
Agency: GENERAL SERVICES, DEPT OF	Status: Unfinished Document
User: joeuser	Real Property Name: RED BLUFF STATE BUILDING
RP Number: 663	ID: DCB07-25026
Number: DCB07-25026	Transaction: Modification
Submit Date: 08/07/2006 12:49 PM	Last Update: 08/07/2006 12:55 PM
Agency: GENERAL SERVICES, DEPT OF	Status: Unfinished Document
User: joeuser	Real Property Name: LOS ANGELES CIVIC CENTER
RP Number: 9724	ID: AC0F3-F6032
Number: AC0F3-F6032	Transaction: Modification
Submit Date: 08/22/2006 10:35 AM	Last Update: 08/22/2006 10:35 AM
Agency: GENERAL SERVICES, DEPT OF	Status: Submitted

3. The user will receive a listing of the unfinished real property documents. The user can scroll through the listing and locate the real property document to be retrieved. The user will click the Detail icon () to continue completing this unfinished document.

6.17 Submit a Real Property Record to SPI

After all real property data has been entered, the user will need to submit the record to SPI. In order to submit the real property record, the user must return to the real property data screen and follow these instructions:

1. Click the “Real Property” option on the Real Property Menu.
2. Click “Apply Changes.”
3. Click the “Submit” icon and the record will either be submitted to the SPI Review Analyst or the user will be prompted to make corrections to their submittal. Upon the successful submission of the real property record, the user will receive a confirmation email.

DGS Real Property Menu

- Real Property
- Real Property Use
- Parcel
 - Acquisition History Land
 - Parcel Characteristics
 - Parcel Series Location
 - Assessor Parcel
- Structure
 - Acquisition History Structure
 - Structure Characteristics
 - Floor
 - Occupied Space

Real Property Has no sub-documents

Document ID: 1188F-F1023

UCM Agency Number: GENERAL SERVICES, DEPT OF - 1770

Property Name: Test Property 2

Agency Property Number: DGS Test 2 UCM Agency Number: 1770

Billing Code: 03030 Agency Region: Test IV

Estimated Value: \$500,000.00 Date of Estimate: 08/03/2006

Site Review Date: 08/03/2006 Reinspection Date: 08/03/2016

Block 6, Lot 6, bounded by L, M & 11th, 12th Streets.

Location Description

Comment:

Test comments for RP Test 2.

Comments:

Submit Date: 08/04/2006 11:28 AM Last Update Date:

3: Click “Submit” to complete the process.

2: Click “Apply Changes.”

Submit Save Unfinished Document Apply Changes

NOTE: Once the real property record has been submitted, the user cannot make additions or modifications to the record until the real property record has been applied to the Statewide Property Inventory (SPI) database. The time frame for the record to be applied will vary dependent upon the extent of review required by the SPI Review Analyst.

6.18 Review Status of Submitted Records

After submitting the record to SPI, the user may review the records by doing the following:

1. Click the “SubmittalReview” folder on the Content Browser.
2. Click the “SubmittedRealProperties” icon on the Content Browser.

The screenshot shows the 'Content Browser' on the left with a tree view. The 'SubmittedRealProperties' folder is selected. The main window displays the 'Real Estate Services' interface with a table of submitted records. The table has the following data:

User	RP Number	Number	Submit Date	Agency	Real Property Name	ID	Transaction	Last Update	Status
joeuser	663	CAB8D-A5026	08/07/2006 7:34 AM	GENERAL SERVICES, DEPT OF	RED BLUFF STATE BUILDING	CAB8D-A5026	Modification	08/07/2006 7:38 AM	Unfinished Document
joeuser	663	45682-71026	08/07/2006 7:51 AM	GENERAL SERVICES, DEPT OF	RED BLUFF STATE BUILDING	45682-71026	Modification	08/07/2006 7:52 AM	Unfinished Document
joeuser	663	DCB07-25026	08/07/2006 12:49 PM	GENERAL SERVICES, DEPT OF	RED BLUFF STATE BUILDING	DCB07-25026	Modification	08/07/2006 12:55 PM	Unfinished Document
joeuser	9724	ACOF3-F6032	08/22/2006 10:35 AM	GENERAL SERVICES, DEPT OF	LOS ANGELES CIVIC CENTER	ACOF3-F6032	Modification	08/22/2006 10:35 AM	Submitted

3. The user will receive a listing of the real properties that have been submitted. The submitted record will not have the Detail icon ().

NOTE: The LOV status can be one of the following:

Approved

“Approved” indicates the record is ready for the SPI update process and will be integrated into SPI.

Rejected

“Rejected” indicates there is error with the submittal. The user will then be notified via email of the rejected record status, as well as any comments provided by the SPI Reviewer. These comments may include the reason for rejection, data changes to be reviewed, or further instructions regarding hard copy documents to be submitted.

Review Requested

“Review Requested” indicates DGS has made a change to the submittal which requires the user’s approval before further processing. The user will receive an email notification requesting approval for this change.

If the user does not agree with the change(s) and wishes to modify the record once more, the user must follow the instructions beginning in *Section 6.3 Real Property Section* and resubmit. For 60 days, properties in “Review Requested” status may be viewed by clicking on the “SubmittedRealProperties” icon before they are deleted from the system.

Unfinished Document

“Unfinished document” indicates the user did not complete the real property and saved in order to finish the process at a later date.

Appendix A – Navigating the Website

Statewide Property Inventory (SPI) Agency Delegated Website

Please click on the  for full instructions on the use of this web site.

To move through the data:



Advances to next page of data.



Returns to previous page of data.



Advances to the last page of properties.



Returns to the first page of properties.

To sort:



Click on any column heading to sort. Additional sorts are possible by continuing to click on column headings.

To clear a sort:



Click on the Scissors icon to clear a sort. A new sort is now possible.

To search:



To perform a search, click on the Binoculars icon to clear the table. Input the desired value(s) under the appropriate column(s). For example, enter a County and a Property Type.

Partial searches can be performed in two ways, both using the wildcard character (*) by entering "value*" or "*value." For example, searching cities by "San*" would locate cities beginning with "San", including San Francisco or Santa Barbara. Searching for "*nta" would locate cities that contain "nta" including Santa Barbara or Mountain View.

Searches cannot contain two "*" symbols (example: "*value*") produces no results. Searches are not case sensitive.



Once the search value is specified, click on the Spyglass icon to initiate the search.

If no records match the search value, a message will be displayed indicating "Could not find the requested data".

To clear a search, click on the Spyglass icon again.

Export All Data by Property Type:

1: Click this icon to select all properties of a specific type.

2: Click this icon to go to the Excel™ Generation Page.

3: Click this icon to generate Excel™ spreadsheet.

4: Large exports may take a while – please be patient.

Generating Excel document for: 721 Properties. Please wait...

5: Excel™ spreadsheet results.

NOTE: On the Excel™ Spreadsheets, all number columns (example: “Cost of Structure” or “Square Footage”) are formatted as text. In order to convert from text to numbers, the user must follow the below instructions:

1. Highlight the column.
2. Go to the top cell and with your cursor hover over the green triangle in the top left corner until an explanation point inside a yellow diamond appears.

	F	G	H	
1	INSTRUMENT DATE	COST OF STRUCTURE	COST OF IMPROVEMENTS	COST_0
2	06/30/1988	553833		
3	06/30/1988	215731		
4	06/30/1988	215731		
5	06/30/1988	4123834		
6	06/30/1988	0		118229
7	06/30/1988	0		26239
8	06/30/1988	0		20310
9	06/30/1988	551160		
10				

3. Click the down arrow and select “Convert to Number.”

	F	G	H	
1	INSTRUMENT DATE	COST OF STRUCTURE	COST OF IMPROVEMENTS	COST_0
2	06/30/1988	553833		
3	06/30/1988	215731		
4	06/30/1988	215731		
5	06/30/1988	4123834		
6	06/30/1988	0		118229
7	06/30/1988	0		26239
8	06/30/1988	0		20310
9	06/30/1988	551160		
10				
11				
12				
13				

4. Once converted from text to number, the user may wish to format the cells (example: Currency, change number of decimals, etc). In order to do so, the user must highlight the column again.

	F	G	H	
1	INSTRUMENT DATE	COST OF STRUCTURE	COST OF IMPROVEMENTS	COST_0
2	06/30/1988	553833		
3	06/30/1988	215731		
4	06/30/1988	215731		
5	06/30/1988	4123834		
6	06/30/1988	0		118229
7	06/30/1988	0		26239
8	06/30/1988	0		20310
9	06/30/1988	551160		
10				
11				
12				
13				

5. Right click and choose “Format Cells.”

- Under the Number tab, select what type of category (General, Number, Currency, etc.) to format the column. Then click OK.

	F	G	H	I
1	INSTRUMENT DATE	COST OF STRUCTURE	COST OF IMPROVEMENTS	COST OF ADDITIONS
2	06/30/1988	553833		724
3	06/30/1988	215731		
4	06/30/1988	215731		
5	06/30/1988	4123834		
6	06/30/1988	0		
7	06/30/1988	0		
8	06/30/1988	0		
9	06/30/1988	551160		
10				
11				
12				
13				
14				
15				
16				
17				

Format Cells [S] [W] [R] [B] [C] [D] [?] [X]

Number Alignment Font Border Patterns Protection

Category: Sample
553833

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

General format cells have no specific number format.



Click on this icon to view a map of the property.



Click on this icon next to each property to view its detail information.



Click on this icon for contact information. This icon is located on the Content Browser.



Click on this icon for an index listing of SPI data fields. This icon is located on the Content Browser.



SPI PUBLIC SITE ONLY: If the user clicks on “SPIPublic” folder on the Content Browser, then chooses any of the three subcategory icons, this icon will appear in the top right section of the page. This icon takes the user to the SPI home page, which displays a map of California. Clicking on any of the regions will open an additional display of all counties within that region. Clicking on any one county will bring up SPI property data for that county.

Appendix B - Index of Fields

Statewide Property Inventory (SPI) Agency Delegated Website

Report	Field Name	Tab
Land Record	Real Property UCM Agency Number	Main Information
Land Record	Real Property Agency Property Number	Main Information
Land Record	Real Property Agency Region	Main Information
Land Record	Real Property Address Number	Main Information
Land Record	Real Property Street	Main Information
Land Record	Real Property Address 2	Main Information
Land Record	Real Property City	Main Information
Land Record	Real Property County	Main Information
Land Record	Real Property State	Main Information
Land Record	Real Property Zip Code	Main Information
Land Record	Real Property Zip 4	Main Information
Land Record	Real Property Country	Main Information
Land Record	Real Property Description	Main Information
Land Record	Real Property Estimated Value	Main Information
Land Record	Real Property Date of Estimate	Main Information
Land Record	Real Property Estimate Comments	Main Information
Land Record	Real Property Current Use Code	Main Information
Land Record	Real Property Current Use Acres	Main Information
Land Record	Real Property Projected Use Code	Main Information
Land Record	Real Property Projected Use Date	Main Information
Land Record	Real Property Land Use Code	Main Information
Land Record	Real Property Surplus Flag	Main Information
Land Record	Real Property Estimated Value	Main Information
Land Record	Real Property Date of Estimate	Main Information
Land Record	Real Property Location Description	Main Information
Land Record	Real Property Group Type	Main Information
Land Record	Real Property Fee Interest	Main Information
Land Record	Real Property Easement Interest	Main Information
Land Record	Real Property Rights Retained	Main Information
Land Record	Real Property Leasehold Interest	Main Information
Land Record	Real Property Land Values	Main Information
Land Record	Real Property Purchase Price	Main Information
Land Record	Real Property Gift Value	Main Information
Land Record	Real Property Acquisition Cost	Main Information
Land Record	Real Property Cost of Structure	Main Information
Land Record	Real Property Cost of Additions	Main Information
Land Record	Parcel History Number	Parcel Information
Land Record	Parcel Series	Parcel Information
Land Record	Parcel Total Acres	Parcel Information
Land Record	Structure Number	Structure Information
Land Record	Structure Name	Structure Information
Lease	Lease SPI Lease Number	Main Information
Lease	Lease Type	Main Information
Lease	Lease Address Number	Main Information
Lease	Lease Address Street	Main Information
Lease	Lease Address 2	Main Information

Report	Field Name	Tab
Lease	Lease City	Main Information
Lease	Lease County	Main Information
Lease	Lease State	Main Information
Lease	Lease Country	Main Information
Lease	Lease Zip Code	Main Information
Lease	Lease Zip 4	Main Information
Lease	Lease Managing Agency Number	Main Information
Lease	Lease Lessee/Lessor Agency Number	Main Information
Lease	Lease Lessee Unit/Office Number	Main Information
Lease	Lease Agency Lease Number	Main Information
Lease	Lease Amendment Number	Main Information
Lease	Lease Rent without CPI	Main Information
Lease	Lease CPI Base Month/Year	Main Information
Lease	Lease CPI Code	Main Information
Lease	Lease Lessor Federal Tax ID Number	Main Information
Lease	Lease Payments per Year	Main Information
Lease	Lease Current Monthly Rent	Main Information
Lease	Lease CPI Dollar Multiplier	Main Information
Lease	Lease Master Lease Flag	Main Information
Lease	Lease Comments	Main Information
Lease	Lease Transaction History	Main Information
Lease	Lease Document Type	Main Information
Lease	Lease Amendment Number	Main Information
Lease	Lease Entered Into/Written Date	Main Information
Lease	Lease Commencement/Beginning Date	Main Information
Lease	Lease Firm/Cancellation Date	Main Information
Lease	Lease Prior Days Notice	Main Information
Lease	Lease Ending/Expiration Date	Main Information
Lease	Lease Occupancy/Effective Date	Main Information
Lease	Lease Document Project Number	Main Information
Lease	Lease Contacts	Contacts
Lease	Lease Contact Type	Contacts
Lease	Lease Contact Number	Contacts
Lease	Lease Contact Name 1	Contacts
Lease	Lease Contact Name 2	Contacts
Lease	Lease Contact Address Number	Contacts
Lease	Lease Contact Address	Contacts
Lease	Lease Contact Address 2	Contacts
Lease	Lease Contact City	Contacts
Lease	Lease Contact State	Contacts
Lease	Lease Contact Zip	Contacts
Lease	Lease Contact Zip 4	Contacts
Lease	Lease Contact County	Contacts
Lease	Lease Contact Country	Contacts
Lease	Lease Contact Email Address	Contacts
Lease	Lease Contact Phone Number	Contacts
Lease	Lease Contact Phone Number 2	Contacts
Lease	Lease Contact Fax Number	Contacts
Lease	Lease Contact Comments	Contacts
Lease	Lease Characteristics	Characteristics
Lease	Lease Characteristics Effective Date	Characteristics
Lease	Lease Characteristics Days Notice	Characteristics
Lease	Lease Characteristics Notification Date	Characteristics

Report	Field Name	Tab
Lease	Lease Characteristics Dollar Obligation	Characteristics
Lease	Lease Characteristics Comments	Characteristics
Lease	Lease Structure Number	Structure
Lease	Lease Structure Name	Structure
Lease	Lease Asset Type	Structure
Lease	Lease Real Property Number	Structure
Lease	Lease Structure Group	Structure
Lease	Lease Address Number	Structure
Lease	Lease Address Street	Structure
Lease	Lease Address 2	Structure
Lease	Lease City	Structure
Lease	Lease County	Structure
Lease	Lease State	Structure
Lease	Lease Country	Structure
Lease	Lease Zip Code	Structure
Lease	Lease Zip 4	Structure
Lease	Lease Structure Year Built	Structure
Lease	Lease Structure Number of Floors	Structure
Lease	Lease Structure Condition	Structure
Lease	Lease Structure Square Footage	Structure
Lease	Lease Structure Comments	Structure
Lease	Lease Structure Characteristics	Structure
Lease	Lease Structure Characteristics Applicable Date	Structure
Lease	Lease Structure Characteristics Estimated Cost	Structure
Lease	Lease Structure Characteristics Comments	Structure
Lease	Lease Occupied Space	Structure
Lease	Lease Occupying Agency	Structure
Lease	Lease Unit/Office Occupying Space	Structure
Lease	Lease Space Type	Structure
Lease	Lease Space Type	Structure
Lease	Lease Quantity of Unit	Structure
Lease	Lease Suite or Room	Structure
Lease	Lease Percent of Rent Applicable	Structure
Lease	Lease OREDS Charges Flag	Structure
Lease	Lease Usable Rate	Structure
Lease	Lease Occupancy Date	Structure
Lease	Lease Employee Base Year	Structure
Lease	Lease Floor ID	Structure
Lease	Lease Planning Area	Structure
Lease	Lease Consolidatable Flag	Structure
Lease	Lease Load Factor	Structure
Lease	Lease Rentable Rate	Structure
Lease	Lease Actual Vacated Date	Structure
Lease	Lease Full Time Employees	Structure
Lease	Lease Part Time Employees	Structure
Lease	Lease Occupied Space Comments	Structure
Parcel	Parcel History Number	Main Information
Parcel	UCM Agency Number	Main Information

Report	Field Name	Tab
Parcel	Real Property Number	Main Information
Parcel	Group Type	Main Information
Parcel	Parcel History Number	Main Information
Parcel	Agency Parcel Number	Main Information
Parcel	Parcel Series Number	Main Information
Parcel	Parcel Address Number	Main Information
Parcel	Parcel Street Address	Main Information
Parcel	Parcel Address Two	Main Information
Parcel	Parcel City	Main Information
Parcel	Parcel County	Main Information
Parcel	Parcel State	Main Information
Parcel	Parcel Country	Main Information
Parcel	Parcel Zip Code	Main Information
Parcel	Parcel Zip 4	Main Information
Parcel	Parcel Original Acreage	Main Information
Parcel	Parcel Current Acreage	Main Information
Parcel	Parcel Comments	Main Information
Parcel	Parcel Base Meridian-Township Range Sections	Main Information
Parcel	Assessor Parcel Number	Main Information
Parcel	Parcel Percent Ownership	Main Information
Parcel	Parcel Transaction Acreage	Main Information
Parcel	Parcel Purchase Price	Main Information
Parcel	Parcel Estimated Gift Value	Main Information
Parcel	Parcel Acquisition Cost	Main Information
Parcel	Parcel Transactions	Transactions
Parcel	Parcel Transaction Fiscal Year	Transactions
Parcel	Parcel Date	Transactions
Parcel	Parcel Title Insured	Transactions
Parcel	Parcel Grantor	Transactions
Parcel	Parcel Manner Acquired	Transactions
Parcel	Parcel Recorded Date	Transactions
Parcel	Parcel Process Type	Transactions
Parcel	Parcel Instrument Date	Transactions
Parcel	Parcel Recorded Date	Transactions
Parcel	Parcel Recorded Book	Transactions
Parcel	Parcel Recorded Page	Transactions
Parcel	Parcel Percent Ownership	Transactions
Parcel	Parcel Transaction Acreage	Transactions
Parcel	Parcel Purchase Price	Transactions
Parcel	Parcel Estimated Gift Value	Transactions
Parcel	Parcel Acquisition Cost	Transactions
Parcel	Parcel Funding Source Number	Transactions
Parcel	Parcel Multiple Funding Flag	Transactions
Parcel	Parcel Document Number	Transactions
Parcel	Parcel Characteristics	Characteristics
Parcel	Parcel Characteristics Number	Characteristics
Parcel	Parcel Characteristics Name	Characteristics
Parcel	Parcel Commence Term	Characteristics
Parcel	Parcel End Term	Characteristics
Parcel	Parcel Characteristics Comment	Characteristics
Structure	State Owned Code	Main Information

Report	Field Name	Tab
Structure	Structure Group	Main Information
Structure	Structure Address Number	Main Information
Structure	Structure Address Street	Main Information
Structure	Structure Address 2	Main Information
Structure	Structure City	Main Information
Structure	Structure County	Main Information
Structure	Structure State	Main Information
Structure	Structure Country	Main Information
Structure	Structure Zip Code	Main Information
Structure	Structure Zip 4	Main Information
Structure	Structure Owning Agency	Main Information
Structure	Structure Owning Agency Acronym	Main Information
Structure	Agency Structure Number	Main Information
Structure	Structure Managing Agency	Main Information
Structure	Structure Managing Agency Acronym	Main Information
Structure	Structure Agency Region	Main Information
Structure	Structure Type	Main Information
Structure	Structure Current Program Use	Main Information
Structure	Structure Projected Program Use	Main Information
Structure	Structure Projected Program Use Date	Main Information
Structure	Structure Year Built	Main Information
Structure	Structure Number of Floors	Main Information
Structure	Structure Condition	Main Information
Structure	Structure Square Footage	Main Information
Structure	Structure Comments	Main Information
Structure	Structure Characteristics	Main Information
Structure	Structure Characteristics Applicable Date	Main Information
Structure	Structure Characteristics Estimated Cost	Main Information
Structure	Structure Characteristics Comments	Main Information
Structure	Cost of Structure	Main Information
Structure	Structure Cost of Additions	Main Information
Structure	Structure Transactions	Transactions
Structure	Structure Transaction Fiscal Year	Transactions
Structure	Structure Transaction Date	Transactions
Structure	Structure Manner Acquired	Transactions
Structure	Cost of Structure	Transactions
Structure	Structure Funding Source Number	Transactions
Structure	Structure Multiple Funding	Transactions
Structure	Structure Transaction Instrument Date	Transactions
Structure	Structure Cost of Additions	Transactions
Structure	Structure Document Number	Transactions
Structure	Structure Floors Information	Floors Information
Structure	Structure Floor	Floors Information
Structure	Structure Floor ID	Floors Information
Structure	Structure Net Office Area	Floors Information
Structure	Structure Net Storage Area	Floors Information
Structure	Structure Added Facilities	Floors Information
Structure	Structure Tare	Floors Information
Structure	Structure Garage	Floors Information

Report	Field Name	Tab
Structure	Structure Floor Inside Gross	Floors Information
Structure	Structure Floor Totals	Floors Information
Structure	Structure Lease / Assignment Number	Occupied Space
Structure	Structure Occupying Agency	Occupied Space
Structure	Structure Space Type	Occupied Space
Structure	Structure Quantity of Unit	Occupied Space
Structure	Structure Percent of Rent Applicable	Occupied Space
Structure	Structure OREDS Charges	Occupied Space
Structure	Structure Usable Rate	Occupied Space
Structure	Structure Beginning Date	Occupied Space
Structure	Structure Employee Base Year	Occupied Space
Structure	Structure Floor ID	Occupied Space
Structure	Structure Consolidatable	Occupied Space
Structure	Structure Load Factor	Occupied Space
Structure	Structure Rentable Rate	Occupied Space
Structure	Structure Actual Vacated Date	Occupied Space
Structure	Structure Full Time Employees	Occupied Space
Structure	Structure Part Time Employees	Occupied Space
Structure	Structure Comments	Occupied Space
Surplus	Surplus Property Number	Main Information
Surplus	Surplus Property Name	Main Information
Surplus	Surplus Property Address Number	Main Information
Surplus	Surplus Property Address Street	Main Information
Surplus	Surplus Property Address 2	Main Information
Surplus	Surplus Property City	Main Information
Surplus	Surplus Property County	Main Information
Surplus	Surplus Property State	Main Information
Surplus	Surplus Property Country	Main Information
Surplus	Surplus Property Zip Code	Main Information
Surplus	Surplus Property Zip 4	Main Information
Surplus	Surplus Property Authorizing Agency	Main Information
Surplus	Surplus Property Selling Agency	Main Information
Surplus	Surplus Property Contacts	Main Information
Surplus	Surplus Property Contacts Name 1	Main Information
Surplus	Surplus Property Contacts Name 2	Main Information
Surplus	Surplus Property Contacts Address Number	Main Information
Surplus	Surplus Property Contacts Address Street	Main Information
Surplus	Surplus Property Contacts Street	Main Information
Surplus	Surplus Property Contacts Address 2	Main Information
Surplus	Surplus Property Contacts City	Main Information
Surplus	Surplus Property Contacts County	Main Information
Surplus	Surplus Property Contacts State	Main Information
Surplus	Surplus Property Contacts Country	Main Information
Surplus	Surplus Property Contacts Zip Code	Main Information
Surplus	Surplus Property Contacts Zip 4	Main Information
Surplus	Surplus Property Marketing Email Address	Main Information
Surplus	Surplus Property Marketing Phone Number	Main Information
Surplus	Surplus Property Marketing Fax Number	Main Information
Surplus	Surplus Property Seller's Website	Main Information
Surplus	Surplus Property DGS Agent	Main Information
Surplus	Surplus Property DGS Agent Email	Main Information
Surplus	Surplus Property DGS Agent Phone Number	Main Information

Report	Field Name	Tab
Surplus	Surplus Property DGS Agent Fax Number	Main Information
Surplus	Surplus Type	Main Information
Surplus	Surplus Availability	Main Information
Surplus	Surplus Acres	Main Information
Surplus	Surplus Bid Opening Date	Main Information
Surplus	Surplus Sale Price	Main Information
Surplus	Surplus Minimum Bid	Main Information
Surplus	Surplus Low Value	Main Information
Surplus	Surplus High Value	Main Information
Surplus	Surplus Exchange Amount	Main Information
Surplus	Surplus Exchange Date	Main Information
Surplus	Surplus Authorizing Status	Main Information
Surplus	Surplus Marketing Status	Main Information
Surplus	Surplus Closing Status	Main Information
Surplus	Surplus Attached Documents	Main Information
Surplus	Surplus Property Description	Main Information
Surplus	Surplus Property Characteristics	Characteristics
Surplus	Surplus Property Characteristics Comments	Characteristics
Surplus	Surplus Parcel Information	Parcel Information
Surplus	Surplus Parcel History Number	Parcel Information
Surplus	Surplus Parcel Series Number	Parcel Information
Surplus	Surplus Acres	Parcel Information
Surplus	Surplus Parcel Description	Parcel Information
Surplus	Surplus Vacancy Date	Parcel Information
Surplus	Surplus Structure Information	Structure Information
Surplus	Surplus Structure Number	Structure Information
Surplus	Surplus Structure Square Footage	Structure Information
Surplus	Surplus Structure Description	Structure Information
Surplus	Surplus Structure Vacancy Date	Structure Information

Appendix C – Glossary Terms

Statewide Property Inventory (SPI) Agency Delegated Website

Assets: Property of value, property having an economic benefit.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Browser (Browser Window): A browser is a menu for navigating through a website. The browser provides a way to select, view and interact with all the information on the website.

Control and Possession: A formal written document between State agencies exchanging or granting the physical control of land belonging to the State of California to a particular agency.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Folder: An electronic subdirectory which contains files.
www.home-built-pc.com/terms.html

Icon: A computer graphic, usually a small picture, on a display screen to which a user can point to with a device, such as a mouse, to select a particular operation or perform a certain action. For example, the trash can icon is used in Windows systems to represent the "delete item" operation.

Lease: A writing constituting a conveyance of real property for a term of years and a contract for its possession during that term.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Lease Transaction: Refers to the dates of a lease including, but not limited to, execution, entered into, beginning, cancellation, and/or expiration dates.

Lessee: The person acquiring an estate for years in a lease.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Lessor: The person transferring an estate for years in a lease.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Link: The address of another document embedded into a website, so that if you click on the associated text or button, you retrieve the linked document.
www.liv.ac.uk/webteam/glossary/

List of Values (LOV): Series of values created to facilitate the entering of constants and variables in the conditions.
planning.ucsc.edu/irps/dwh/BOBGLOSS.HTM

Interface (Web-Enabled Interface): The program or device that controls the way two pieces of equipment or programs work together.
www.angelfire.com/bc/nursinginformatics/glossary3.html

Parcels: Any area of land contained within a single description.
The Title Handbook 1993. Chicago Title Insurance Company, Rosemead, California.

Parcel (Assessor): A unit of land created by a partitioning of land.

Parcel (SPI): An acquisition of a piece of land.
www.codepublishing.com/OR/Silverton/silver18.html

Parcel History Number: (aka Secretary of State Number) A number assigned to each acquisition or lease by SPI.

Pop-Ups: Pop-ups are small windows that appear in the foreground of an Internet browser. Pop-ups are often used to display advertising or unwanted content on the screen; however they can be integrated into some websites for practical purposes.

www.netalert.net.au/01990-Glossary.asp

Query: A request for information, usually through a search engine or database, for data relating to key word(s) or a set of criteria.

Real Estate: Lands and anything permanently affixed to the land, such as buildings, fences and those things attached to the buildings, such as light fixtures, plumbing and heating fixtures, or other such items which would be personal property if not attached. The term is generally synonymous with real property, although in some states a fine distinction may be made. *The Title Handbook 1993*. Chicago Title Insurance Company, Rosemead, California.

Real Property: Immovable property such as land, buildings, improvements, appurtenances, and air space. *The Title Handbook 1993*. Chicago Title Insurance Company, Rosemead, California.

For the purposes of the Statewide Property Inventory (SPI), real property is a single parcel or a group of parcels of land having a common purpose and name, such as Anza-Borrego Desert SP.

Structure: Anything constructed or erected on the ground or which is attached to something located on the ground. Structures include, but are not limited to, buildings, radio and TV towers, sheds, swimming pools, tennis courts, gazebos, decks, boathouses.

www.dnr.state.md.us/criticalarea/glossary.html

Surplus: Property in excess of the needs of an organization and not required for its foreseeable use. Surplus may be used or new, but it possesses some usefulness for the purpose it was intended or for some other purpose.

www.mmd.admin.state.mn.us/mn06008.htm

Transaction: A transaction concerning *land* involves either buying or selling between two entities. A transaction concerning a *structure* involves either buying or making improvements to the structure.

UCM: Uniform Codes Manual of the Department of Finance. The UCM is available on the Internet as part of the home page for the Department of Finance. The specific Internet address is www.dof.ca.gov/html/calstars/ucm.htm

UCM Agency Number: A unique organization code assigned by the Department of Finance to an agency, department, commissions, offices, boards, budgets, and other legal and separately appropriated entities. See UCM above.

Appendix D – Real Estate Glossary

Statewide Property Inventory (SPI) Agency Delegated Website

Abandonment: The surrender, relinquishment, disclaimer, or cession of property or of rights to property.

Abstract of Title: A summary of the conveyances, transfers and other facts appearing of record and relied upon as evidence of title to real property.

Abutting: Touching or bordering a street, highway, or other public place.

Access Right: A landowner's right to have ingress to and egress from the property to a public street.

Accession: Addition to property by natural increase or growth or by installation of improvements.

Accretion: A process by which land on a shore or riverbank increases gradually by the deposit of sand or soil upon the shore or riverbank.

Agreement of Sale: An agreement entered into for the sale and purchase of property.

Alluvion: Soil deposited by the process of accretion.

A.L.T.A.: American Land Title Association.

Amortization: Payment of principal and interest at stated periods for a stated time until debt is extinguished.

Appraisal: Statement of value.

Appraiser: A person qualified to determine property value.

Appurtenance: Anything incidental to or belonging to land considered a part of the real property.

Appurtenant: Belonging to.

Assessed Value: The value of property for taxation purposes.

Assessments: Special taxes imposed to pay for public improvements beneficial to a limited area.

Assessor: County official who determines value of property for taxation purposes.

Assets: Property of value, property having an economic benefit.

Avulsion: Sudden tearing away of land by violent action of a river or other watercourse.

Base Lines: Imaginary east-west lines that intersect meridians to form a starting point for measurement of land.

Bench Mark: Location indicated on a durable marker by a land surveyor.

Bond: A written undertaking to pay a certain sum of money.

Bonded Debt: An indebtedness secured by a bond issue.

Building Lines: Lines established by ordinance or by statute beyond which building is not permitted.

Certificate of Sale: Evidence of a purchaser's acquisition of legal title at a judicial sale, subject to redemption rights, if any.

Certificate of Title: Certified statement as to land ownership based upon examination of record title.

Condemnation: The taking of private property for a public use. The exercise of power of eminent domain.

Condemnation Guarantee: An evidence of title issued to a governmental agency naming persons to be made defendants in an action in eminent domain.

Consideration: The value inducing another person to enter into a contract.

Contiguous: In actual close contact; touching, adjacent, near.

Contract: An agreement between two or more parties to do, or not to do a particular act.

Contract of Sale: An agreement entered into for the sale and purchase of property.

Control and Possession: A formal written document between State agencies exchanging or granting the physical control of land belonging to the State of California to a particular agency.

Convey: To transfer title to property from one person to another.

Conveyance: A written instrument transferring title to or an interest in land.

Dedication: Donation of land or interests by owner for public use

Deed: Written document transferring title to land from one person to another.

Easement: A limited right or interest in the land of another entitling the holder to some use, privilege, or benefit.

Easement Appurtenant: An easement created for the benefit of and attaching to a parcel of land.

Eminent Domain: The right to take private property for public use.

Encroachment: The extension of an improvement onto land of another.

Encumbrance: A right or interest in land decreasing its value but not hindering its sale or transfer.

Escheat: A forfeiture of title to the State.

Escrow: A transaction in which an impartial third party acts upon instructions for both seller and buyer, or for both borrower and lender, in carrying out instructions; delivering papers and documents; and, disbursing funds.

Estate: The degree, quantity, nature, and extent of a person's interest in real property.

Estoppel: A bar to the assertion of a right or a defense in consequence of previous position, act, or representation.

Exception: A deduction, subtraction, or exclusion.

Fee: An estate of inheritance in real property.

Fee Simple: Absolute ownership; a fee without limitation.

Fee Simple Absolute: The largest recognized estate in a land; a title without limitation or end.

Fixture: Property originally personal in character but intended to be a part of the real property to which affixed.

Gift: A voluntary conveyance or transfer of property without a valuable consideration.

Grant: A transfer of real property by deed.

Grant Deed: A written instrument transferring title to real property.

Grantee: The person acquiring title to real property by a deed.

Grantor: The person transferring title to a real property by a deed.

Ground Lease: A lease of land only and not of improvements to be made by lessee.

Guarantee of Title: A form of title insurance based solely upon public record disclosures.

Instrument: A formal, legal, written document.

Interest: A share of, or a right to, or a concern in something of value; also a premium paid for the use of money.

Land Contract: An agreement entered into for the sale and purchase of land.

Lease: A writing constituting a conveyance of real property for a term of years and a contract for its possession during that term.

Leasehold: The estate for years created by a lease. For SPI purposes use permits and license agreements will be considered a leasehold estate.

Legal Description: A description of real property sufficient to locate it on the ground by reference to government surveys or approved recorded maps.

Lessee: The person acquiring an estate for years in a lease.

Lessor: The person transferring an estate for years in a lease.

Lot Split: Ordinarily, sale of a portion of a parcel of land.

Option: A choice; a right, for a consideration, to do or not to do an act in the future, or to require or not require performance of a future act by another.

Ownership: The right to use and enjoy property to the exclusion of others.

Parcel: Any area of land contained within a single description.

Parcel (Assessor): Parcel means a unit of land created by a partitioning of land.

Parcel (SPI): An acquisition of a piece of land.

www.codepublishing.com/OR/Silverton/silver18.html

Parcel History Number: (aka Secretary of State Number) A number assigned to each acquisition or lease by SPI.

Patent: A conveyance of title to public land executed by the federal or State government.

Personal Property: Any property which is not designated by law as real property.

Pro-Rata: Proportionately; according to a certain rate, percentage, or proportion.

Public Lands: All unoccupied land belonging to the federal government subject to disposition under general land laws.

Quasi: As; as if; of similar nature.

Quiet Title Action: The name of an action brought to establish a title to property or to remove a cloud on the title.

Quitclaim Deed: A form of deed containing no warranties and conveying the current right, title and interest of the grantor, if any, to real property.

Range: A column of townships running north and south in a row parallel to, and east or west of a principal meridian.

Real Estate:

(1) Lands and anything permanently affixed to the land, such as buildings, fences and those things attached to the buildings, such as light fixtures, plumbing and heating fixtures, or other such items which would be personal property if not attached. The term is generally synonymous with real property, although in some states a fine distinction may be made.

(2) May refer to rights in real property as well as the property itself.

Real Property:

Immovable property such as land, buildings, improvements, appurtenances, and air space

See - Real Estate

For the purposes of the Statewide Property Inventory – A single parcel or a group of parcels of land having a common purpose and name, such as Anza-Borrego Desert SP.

Reconveyance: A document extinguishing the lien of a deed of trust and reconveying the title to the real property encumbered by the deed of trust to the trustor.

Record: To incorporate into the public records of the County Recorder; also, the system of public records imparting constructive notice of title to claims, or interests, in real property.

Recording: The act of filing documents for record in the office of the County Recorder.

Reservation: A right or an interest retained by a grantor in a conveyance.

Restrictions: Impediments, limitations, or prohibitions respecting use of real property imposed in deeds or in a declaration.

Reversion: A presently vested future estate in the grantor or grantor's heirs the possession of which is deferred.

Right of Way: A right to pass over or to cross a parcel of land.

Riparian: Pertaining to the bank of a river or stream.

Riparian Rights: The rights of an owner to water bordering his or her land.

Sales Contract: An agreement entered into for the sale and purchase of property.

Section: A measure of land one square mile containing 640 acres.

Situs: The location of property.

Special Assessments: Charges imposed upon real property especially benefited by a local public improvement.

Subdivision: The division of a tract of land into separate parcels.

Subject To: The recognition of an existing lien or encumbrance but not assuming personal liability therefor.

Sublease: A lease executed by a tenant for a term less than the leasehold.

Survey: A process of measuring a parcel of land and ascertaining its area and boundaries.

Tax Deed: A deed issued to a purchaser following a sale necessitated by the non-payment of real property taxes.

Tax Sale: Sale conducted for the purpose of collecting delinquent taxes assessed to a parcel of real property.

Tenements: All rights in land passing with a conveyance thereof.

Term: The time duration of a lease or of a loan; also, any provision of a contract or lease.

Tier: A row of townships running east and west parallel to and north or south of a designated base line.

Title: The sum total of a person's right or the extent of his/her interest in real property.

Title Insurance: Assurance of indemnification for loss occasioned by defects in the title to real property or to an interest therein which is insured.

Title Policy: A contract indemnifying against loss resulting from a defect in the title to the interest or lien in real property insured.

Township: A normally square shaped subdivision of public lands containing 36 sections uniformly number starting with the northeast section.

UCM: Uniform Codes Manual of the Department of Finance. The UCM is available on the Internet as part of the home page for the Department of Finance. The specific Internet address is:
<http://www.dof.ca.gov/html/calstars/ucm.htm>

UCM Agency Number: A unique organization code assigned by the Department of Finance to a agency, department, commissions, offices, boards, budgets, and other legal and separately appropriated entities. See UCM above.

Water Right: The right of an owner of land to use water adjacent to or below the surface of the land.

Zone: Area in a community designated for specified use and purpose.

Zoning: Governmental regulation of the use of real property.

The Title Handbook 1993. Chicago Title Insurance, Rosemead, California.

Appendix E -- Real Property Data Submittal Form

Statewide Property Inventory (SPI) Agency Delegated Website

Real Property (Single entry for each unique Real Property)

Property Name: _____ (60)

Agency Property Number: _____ (25) UCM Agency Number: _____ (5)

Billing Code: _____ (5) Agency Region: _____ (10)

Estimated Value: _____ (12,2) Date of Estimate: __/__/____ (MM/DD/YYYY)

Site Review Date: __/__/____ (MM/DD/YYYY) Re-inspection Date: __/__/____ (MM/DD/YYYY)

Location Description Comment:

Comments:

Real Property Use (Can be multiple entries for a single Real Property)

Current Program Use Code: _____ (4) Projected Program Use Code: _____ (4)

Projected Program Use Date: __/__/____ (MM/DD/YYYY) Land Use Code: _____ (4)

Current Use Acres: _____ (10, 2) Surplus Flag: __ (1 – Y/N)

Estimated Value: _____ (12, 2) Date of Estimate: __/__/____ (MM/DD/YYYY)

Use Comment:

Parcel (Can be multiple entries for a single Real Property)

Group Type Code: __ (1) Agency Parcel Number: _____ (25)

City Code: _____ (4) County Code: __ (2)

State Code: __ (4) Country Code: __ (2)

Original Acreage: _____ (10, 2) Address Number: _____ (10)

Address Street: _____ (20) Address2: _____ (30)

Zip Code: _____ (5) Zip4: _____ (4)

CPS Comment:

Acquisition History Land (AH) (Only one entry for each new parcel. Additional AH records may be entered via the change procedure)

Manner Acquired: __ (1) Instrument Date: __ / __ / ____ (MM/DD/YYYY)
 Recorded Date: __ / __ / ____ (MM/DD/YYYY) Title Insured: __ (1, Y/N)
 Recorded Book: _____ (8) Recorded Page: _____ (6)
 Percent Ownership: _____ (3) Grantor: _____ (50)
 Transaction Acreage: _____ (10, 2) Purchase Price: _____ (10, 2)
 Estimated Gift Value: _____ (10, 2) Acquisition Cost: _____ (10, 2)
 Funding Source Number: _____ (7) Multiple Funding: __ (1 Y/N)
 Begin Fiscal Year: _____ (4) End Fiscal Year: _____ (4)
 Document Number: _____ (8)

Parcel Characteristics (Multiple characteristics may be entered for a parcel)

Characteristic Code: _____ (4)
Commence Term Date: __ / __ / ____ (MM/DD/YYYY) End Term Date: __ / __ / ____ (MM/DD/YYYY)
CPC Comment:

Parcel Series Location (Multiple locations may be entered for a parcel)

Township (Sample pattern 35.5N): __.__(5) Range (Sample pattern 20.0W): __.__(5)
 Section: __ Base Meridian Code: __ (2)

Assessor Parcel (Multiple assessor numbers may be entered for a parcel)

Assessor Book: _____ (5) Assessor Page: _____ Assessor Number: _____

Appendix F -- Real Property

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Property Name (Mandatory – Field length 60 Characters): Enter the name that uniquely identifies the real property. For Statewide Property Inventory (SPI) purposes a real property may consist of an individual parcel of land or a group of parcels that have a common purpose and name. The State agency may have fee title, easement, mineral, or other ownership rights to the real property.

Agency Property Number (Optional – Field length 25 Characters): A number, or set of numbers and letters, used by the agency to identify their real properties for internal recording and tracking purposes. This number is used to assist the agency in reconciling the SPI records to the agency's records.

UCM Agency Number (Mandatory – Field length 5 Numeric): Enter the appropriate Uniform Codes Manual (UCM) Organization Code for the agency that owns or has jurisdiction of the real property. See www.dof.ca.gov/html/calstars/ucm.htm for a listing of all current UCM Codes.

Billing Code (Optional – Field length 5 Characters): The Customer Account Number assigned by the Department of General Services (DGS), Office of Fiscal Services and is used for the SPI Annual Record Surcharge. For SPI Use Only. No action is necessary.

Agency Region (Optional – Field length 10 Characters): An identification used by the agency to organize their real properties into specific geographic areas. An agency may refer to this field by other names such as districts, regions, etc. The region/district can be identified using ten characters (i.e., District 10, Region IX, etc). Completing this item will enable reports to be generated by a particular region/district.

Estimated Value (Optional – Field length 12, 2 Numeric): Enter the estimated value of the real property. This is not necessarily an appraised value.

Date of Estimate (Optional/Mandatory if Estimated Value Entered – Field length 10 Date DD/MM/YYYY): Enter date the value of the real property was estimated.

Site Review Date (Optional - Field length 10 Date DD/MM/YYYY): Enter the date the site was reviewed.

Location Description Comment (Optional – Field length 240 Characters): Enter a concise description of the real property that identifies its boundaries and any pertinent features. This is not necessarily the legal description (i.e., Block bounded by N and O Streets and 7th and 8th Streets).

General Comments (Optional – Field Length 240 Characters): Enter any additional general comments relating to the real property.

Appendix G -- Real Property Use

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Current Program Use Code (Mandatory – Field length 4 Numeric): Enter a code that identifies the agency's Current Program Use status for a real property. A program is defined as a group of interdependent or interrelated activities directed toward the achievement of a common goal or objective (i.e., operation of a prison facility). Use one of the following codes:

Codes: 1000 – Used for State program
9000 – Not used for State program
9100 – Declared surplus – encumbered by a lease

Projected Program Use Code (Mandatory – Field length 4 Numeric): A code that identifies the agency's Projected Program Use status for a real property. This item will use the same code entered in the above item until it is anticipated that the use will change. Use one of the following codes:

Codes: 1000 – Used for State program
9000 – Not used for State program
9100 – Declared surplus – encumbered by a lease

Projected Program Use Date (Mandatory - Field length 10 Date DD/MM/YYYY): Enter the date the real property entered into service or the projected date when the use status of the real property will change.

Land Use Code (Mandatory – Field length 4 Numeric): Enter the Use Code(s) that specifically applies to the real property or portion thereof. Multiple real property use records may be entered for a real property. See a listing of Use Codes used by the SPI in [Appendix S – SPI Use Table](#).

Current Use Acreage (Mandatory – Field length 10, 2 Numeric): Enter the number of acres for the area specified in the land use record. A real property can have multiple uses and would, therefore, indicate Current Use Acres associated with each land use record.

Surplus Flag (Mandatory – Field length 1 Character): Enter “Yes” or “No” to indicate whether or not the parcel or portion thereof described in the real property use record has been declared surplus.

Estimated Value (Mandatory if Surplus Flag equals “Y” – Field length 12, 2 Numeric): If real property use is surplus; enter the estimated value of the property identified in the real property use record. The estimated value may not necessarily be an appraised value.

Date of Estimate (Mandatory if Surplus Flag equals “Y” – Field length 10 Date DD/MM/YYYY): If item 31 is completed, enter the date when an estimate was made for the property identified in the real property use record.

Use Comment (Mandatory – Field Length 240 Characters): Enter the concise location description and any pertinent comments for the real property use record.

Appendix H – Parcel

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Group Type Code (Mandatory – Field length 1 Numeric): The SPI categorizes the property rights acquired for a particular parcel of land in one of the following types. Enter the appropriate code that identifies the type of property rights being acquired:

1 = Fee – An ownership without limitation.

2 = Easement – A limited right or interest in the land of another.

3 = Rights Retained – A right or an interest retained by the State in a conveyance.

4 = Lease Hold – A writing constituting a conveyance of real property for a specified term and a contract for its possession during that term.

Agency Parcel Number (Optional – Field length 25 Characters): This is the agency's own number that uniquely identifies a parcel. The agency is encouraged to complete this field in order to facilitate the reconciliation of data between agency, SPI and State Controller's Office (SCO).

City Code (Mandatory – Field length 4 Numeric): Enter the City Code for where the property is located. If the parcel is not located within a city, use the city listing for "Unincorporated + (County Acronym)". See a listing of City Codes used by the SPI in [Appendix T: County and City Code Table](#).

Note: If a city is located in multiple counties, make sure to use the city code for the proper county.

County Code (Mandatory – Field length 2 Numeric): Field will be automatically populated after the City Code has been entered.

State Code (Mandatory – Field length 2 Character): Field will be automatically populated after the City Code has been entered.

Country Code (Mandatory – Field length 2 Numeric): Field will be automatically populated after the City Code has been entered.

Original Acreage (Mandatory – Field length 10, 2 Numeric): Enter the total acres the parcel consisted of at the time of purchase or transfer of control and possession. This field only changes if the original acreage was entered incorrectly into the SPI.

Address Number (Optional – Field length 10 Characters): Enter the number portion of the street address for the structure (i.e., **1234** State Road).

Address Street (Mandatory – Field length 20 Characters): Enter the street name for the structure (i.e., 1234 **State Road**). If a street or road name is not available use the real property name in place of the street name.

Address2 (Optional – Field length 30 Characters): Enter any additional address information (i.e., Suite No. 101, PO BOX 567, etc).

Zip Code (Optional – Field length 5 Numeric): Enter the official US Postal Zip Code for the parcel location.

Zip4 (Optional – Field length 4 Numeric): Enter the official US Postal Zip 4 Code for the parcel location.

Current Parcel Series (CPS) Comment (Optional – Field Length 240 Characters): Enter any pertinent comments to the parcel (i.e., Parcel has 1,500 feet of lake frontage).

Appendix I -- Acquisition History Land

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Manner Acquired (Mandatory – Field length 4 Numeric): Enter the Manner Acquired Code indicating the type of instrument used to originally acquire title to the parcel. See a listing of Manner Acquired Codes used by the SPI in [Appendix U: Manner Acquired Table](#).

Instrument Date (Mandatory – Field length 10 Date DD/MM/YYYY): Enter the date the document (grant deed, easement, etc.) was signed by the grantor (i.e., MM/DD/YYYY).

Recorded Date (Mandatory if Document was recorded – Field length 10 Date DD/MM/YYYY): Enter the date the document (grant deed, easement, etc.) was recorded by the county recorder (i.e., MM/DD/YYYY).

Title Insured (Mandatory – Field length 1 Character): Enter “Yes” or “No” to indicate whether or not title insurance was purchased for the parcel at the time of the acquisition.

Recorded Book/Date (Mandatory if Document was recorded – Field length 6 Character): Enter the book number or four digit year and two digit month (YYYYMM) assigned by the county recorder to the specific acquisition document.

Recorded Page/Doc# (Mandatory if Document was recorded – Field length 8 Character): Enter the page or document number assigned by the county recorder to the specific acquisition document.

Percent Ownership (Mandatory – Field length 3 Numeric): Enter the percentage of interest acquired on a parcel. A separate transaction will be recorded for each partial interest acquired for a parcel (i.e., if a parcel is acquired by two deeds with two different grantors and each grantor has a 50% undivided interest in the parcel, then two transactions would be recorded for the parcel). Note: The program will only allow a single transaction to be added to a new parcel. The second transaction will be added via the change process.

Grantor (Mandatory – Field length 50 Character): Enter the name of the person or entity granting the parcel to the State.

Transaction Acreage (Mandatory – Field length 10, 2 Numeric): Enter the total acreage acquired for the parcel.

Purchase Price (Mandatory – Field length 12, 2 Numeric): Enter the original purchase price of an acquired parcel of land. This is the **historic value** of the land. This value normally does not change unless it was incorrectly entered into the SPI, partial ownerships are acquired for the same parcel by multiple transactions, or a portion of the parcel is sold. Note: All changes, additions and deletions will be processed via the change process, see [Appendix 6.5: Parcel Section](#). Refer to SAM Section 8600 for instructions for reporting the costs of purchasing a parcel.

Estimated Gift Value (Mandatory – Field length 12, 2 Numeric): Enter the fair market value at the time of the gift for the parcel being donated to the State. Refer to SAM Section 8600 and 1322.14 for instructions for reporting land donations to the State. For SPI purposes all parcels acquired via a mitigated land transaction will be processed like a gift parcel and mitigated value entered as a gift.

Acquisition Cost (Mandatory – Field length 12, 2 Numeric): At the discretion of the agency enter the agency’s internal cost to acquire a parcel, exclusive of the parcel (land) costs.

Funding Source (Mandatory if known – Field length 7 Character): The numerical code that identifies the primary state fund used to purchase a parcel of land. The funding source is established by the Department of Finance and published in the Uniform Codes Manual (UCM). See www.dof.ca.gov/html/calstars/ucm.htm for a listing of the codes that are currently being used.

Multiple Funding (Mandatory if known – Field length 1 Character): Enter “Yes” or “No” to indicate whether or not the parcel has more than one funding source. Enter additional funding source information in the Current Parcel Series Comments.

Begin Fiscal Year (Mandatory if known – Field length 4 Numeric): Enter beginning fiscal year (YYYY) in which the transaction is funded.

End Fiscal Year (Mandatory if known – Field length 4 Numeric): Enter ending fiscal year (YYYY) in which the transaction is funded.

Document Number (Optional – Field length 8 Character): Enter an agency-assigned number to identify the file including the source documents that contain acquisition, construction and related financial information.

Appendix J -- Parcel Characteristics

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Characteristic Code (Mandatory – Field length 4 Numeric): Enter the code corresponding to a characteristic of the parcel. See a listing of Parcel Characteristic Codes used by the SPI in [Appendix V: Parcel Characteristic Code Table](#).

Commence Term Date (Optional – Field length 10 Date DD/MM/YYYY): Enter the beginning date of a contract, agreement, sale, etc.

End Term Date (Optional – Field length 10 Date DD/MM/YYYY): Enter the ending date of a contract, agreement, sale, etc.

CPC Comment: Enter essential comments relating to a given parcel characteristic.

Appendix K -- Parcel Series Location

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

This entry is used to locate a parcel within the U.S. Public-Land surveys. The public lands are subdivided into townships, sections and quarter sections (SPI only captures the location to the section level). There are three initial points in California used to identify a township. These points are commonly referred to as the Humboldt Base and Meridian, Mount Diablo Base and Meridian and San Bernardino Base and Meridian.

There may be multiple entries for a parcel. Depending on how the legal description has been written a parcel may be located in multiple townships and sections. A separate entry must be made for each section when this occurs.

Contact the SPI unit if you have questions or need assistance in completing this entry.

The public land data will normally be found in the legal description of the granting document or the title insurance. The public land data will not necessarily be given for all parcels.

The following format will be used to enter the U.S. Public-Land surveys location in the SPI database:

Township (Mandatory if this record is completed – Field length 5 Character): Enter the township where the parcel is located. The entry consists of the township (a numeric value, 01-99), followed by a decimal and zero or five to indicate if it is a full or half township and the cardinal direction indicator of “**N**orth” or “**S**outh”. The program will display “**T**ownship” and leading zeroes before townships 1-9 after the “Apply Changes” icon has been clicked on the data entry screen.

Range (Mandatory if this record is completed – Field length 5 Character): Enter the range where the parcel is located. The entry consists of the range (a numeric value, 01-99), followed by a decimal and zero or five to indicate if it is a full or half range and the cardinal direction indicator of “**E**ast” or “**W**est”. The program will display “**R**ange” and leading zeroes before range 1-9 after the “Apply Changes” icon has been clicked on the data entry screen.

Section (Mandatory if this record is completed – Field length 2 Character): Enter the section (a numeric value, 01-36) the parcel is located in. There are 36 sections in a full township and the number of sections will vary in a half township.

Base Meridian Code (Mandatory if this record is completed – Field length 2 Character): Enter the acronym assigned to one of the three base-meridians.

HB = Humboldt Base Meridian
MD = Mount Diablo Base Meridian
SB = San Bernardino Base Meridian

Appendix L -- Assessor Parcel

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

The legal description of the parcel described in the acquiring document will not necessarily match the configuration of the County Assessor parcel. Many times the parcel being acquire will consist of multiple County Assessor parcels.

The acquiring document will in many cases list the assessor parcel(s) for the parcel being acquired.

The State of California has been subdivided into 58 individual counties. Each county for taxation purposes has a County Assessor. The County Assessor for taxation purposes has mapped all the individual ownerships (parcels) within the county boundaries. The County Assessor maps have been organized as follows:

- County Assessors' Map Book Number
- County Assessors' Map Book Page/Block Number
- County Assessors' Individual Parcel Number

The County Assessor parcel number is created by using the above map components.

Enter the number(s) assigned by the County Assessors Office to identify the parcel(s) being acquired. The assessor parcel is made up of the following three components:

- County Assessors' Map Book Number
- County Assessors' Map Book Page/Block Number
- County Assessors' Individual Parcel Number

Assessor Book (Mandatory if this record is completed – Field length 5 Character): Enter the Map Book Number where the assessor parcel is located in. Leading zeroes will be added by the program when the “Apply Changes” icon is clicked.

NOTE: A zero must be entered in the Assessor Book data field for San Francisco County records.

Assessor Page (Mandatory if this record is completed – Field length 4 Character): Enter the Map Book Page/Block Number where assessor parcel is located in. Leading zeroes will be added by the program when the “Apply Changes” icon is clicked.

Assessor Number (Mandatory if this record is completed – Field length 3 Character): Enter the parcel number for the assessor parcel located on map page. Leading zeroes will be added by the program when the “Apply Changes” icon is clicked.

Appendix M -- Structure

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Structure/Site Improvement Name (Mandatory – Field length 40 Character): This item must be completed for all new structures/site improvements. The name used is either the name designated by the legislature or the agency. The name designated by the legislature will take precedence over a name assigned by the agency.

Structure/Site Improvement Group Code (Mandatory – Field length 1 Numeric): Enter one of the following codes:

2 = Structure (Building): i.e., Office Building, Dormitory, Garage, etc.

3 = Improvement: i.e., Utility Tunnel, Fencing, Ramp, etc.

Address Number (Mandatory – Field length 10 Character): Enter the number portion of the street address for the structure (i.e., **1234 State Road**).

Address Street (Mandatory – Field length 20 Character): Enter the street name for the structure (i.e., **1234 State Road**).

Address2 (Mandatory – Field length 30 Character): Enter any additional address information (i.e., **Suite No. 101, PO BOX 567**).

City Code (Mandatory – Field length 4 Numeric): Enter the City Code for where the structure is located. If the structure is not located within a city use the city listing for “Unincorporated + (County Acronym)”. If a city is located in multiple counties, make sure to use the City Code for the proper county. See the LOV on the data entry screen for listing of cities or see [Appendix T – City Code Table](#).

County Code (Mandatory – Field length 2 Numeric): Field will be automatically populated after the City Code has been entered. See the LOV on the data entry screen for listing of counties or see [Appendix T – City Code Table](#).

State Code (Mandatory – Field length 2 Character): Field will be automatically populated after the City Code has been entered. See the LOV on the data entry screen for listing of states.

Country Code (Mandatory – Field length 2 Numeric): Field will be automatically populated after the City Code has been entered. See the LOV on the data entry screen for listing of countries.

Owner Agency Number (Mandatory – Field length 4 Numeric): The Uniform Codes Manual (UCM) Organization Code for the agency that has control and jurisdiction of the Structure. See the LOV on the data entry screen for a listing of the UCM Codes used by the SPI. See www.dof.ca.gov/html/calstars/ucm.htm for a complete listing of all current UCM Codes.

The agency must contact the Department of Finance to establish new organization codes. When reporting new real properties or new structures, the organization code must be reported to the SPI.

Zip Code (Optional – Field length 5 Numeric): Enter the official US Postal Zip Code for the parcel location.

Zip4 (Optional – Field length 4 Numeric): Enter the official US Postal Zip 4 Code for the parcel location.

Billing Code (Optional – Field length 5 Characters): The Customer Account Number (CAN) assigned by the Department of General Services (DGS), Office of Fiscal Services and is used for the SPI Annual Record Surcharge. For SPI Use Only. No action is necessary.

Managing Agency Number (Mandatory – Field length 5 Numeric): If the owning agency is allowing another organization to manage a structure, then the other organization’s UCM code would be entered. Contact the SPI unit for assistance.

Agency Region (Optional – Field length 10 Characters): The agency can assign a structure to a specific geographic area (region or district). The region/district can be identified using ten characters (i.e., District 10, Region IX, etc). Completing this item will enable reports to be generated by a particular region/district.

Agency Structure Number (Optional – Field length 25 Characters): The identifier assigned by the agency to a specific structure or site improvement. When completed, this number would cross-reference the agency structure number to the SPI structure number.

State Owned Code (Mandatory – Field length 15 Numeric): One of the following codes must be entered for this field:

- 1 = Leased
- 3 = State Owned
- 5 = LS Pending Str
- 6 = RE Pending Str

Structure Type Code (Mandatory – Field length 4 Numeric): A code used to identify the primary purpose of a structure. A structure/site improvement may have multiple uses, however, enter only the code for the primary use: i.e., a warehouse (primary use) may also contain a small office area. See the LOV on the data entry screen for listing of Structure Type Codes or [Appendix S - SPI Use Table](#). Select the appropriate use for the structure/site improvement being entered from the table and enter the code in this item.

Number of Floors (Mandatory – Field length 3 Numeric): Enter the number of floors contained within the structure.

Gross Inside Square Feet (Mandatory – Field length 9 Numeric): Enter the total inside gross square footage of the structure. The measurement is the sum of the areas of each floor within the surface of the interior walls. Do not include garage square feet in the gross inside square footage if the primary purpose of the structure has not been identified as “Garage.” Enter a zero in this field for site improvements and make an entry made in the Structure/Site Improvement Comment field as to type of measurement used to record the site/improvement, i.e. linear feet (l.f.), cubic feet (c.u.), etc.

Year Built (Mandatory – Field length 4 Numeric): Enter the four digit year in which the structure/site improvement was built or completed.

Condition Code (Mandatory – Field length 1 Numeric): Enter one of the following codes:

<u>Condition Code</u>	<u>Condition Description</u>
1	= New: Newly constructed, no previous tenant improvements and in compliance with all applicable codes and ordinances.
2	= Good: Existing structure and improvements in compliance with all applicable codes and ordinances – should be easy to maintain and modify.
3	= Fair: Existing structure and improvements require minor modifications to comply with codes.
4	= Poor: Existing structure and improvements requiring “major” or “minor” capital outlay to comply with codes.
5	= Untenable: Officially condemned or restricted from its intended use or the code compliance modification expense is higher than the building value.

Current Program Use Code (Mandatory – Field length 4 Numeric): A code that identifies the agency’s current program use status for a structure. A program is defined as a group of interdependent or interrelated activities directed toward the achievement of a common goal or objective (i.e., operation of a prison facility). Use one of the following codes:

Codes: 1000 – Used for State program
9000 – Not used for State program

Projected Program Use Code (Mandatory – Field length 4 Numeric): A code that identifies the agency’s projected program use status for a structure. This item would use the same code entered in item 29 until it is anticipated that the use would change. Use one of the following codes:

Codes: 1000 – Used for State program
9000 – Not used for State program

Projected Program Use Date (Mandatory – Field length 10 Date DD/MM/YYYY): Enter the date the structure entered into service or the projected date the use status of the structure will change.

Building Gross Square Feet (Mandatory – Field length 4 Numeric): The total constructed area of a building. This area is computed by measuring to the outside finished surface of permanent outer building walls, without any deductions. All enclosed floors of the building, including basements, garages, mechanical equipment floors, penthouses, and the like, are calculated.

Structure Comment (Optional – Field Length 240 Characters): Enter all pertinent comments relating to the structure/site improvement (i.e. an additional name for the structure, additional funding sources, additional cost information, etc).

Appendix N -- Acquisition History Structure

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Manner Acquired (Mandatory – Field length 1 Numeric): Enter one of the following codes to indicate whether the structure/site improvement was acquired (purchased) or constructed:

1 – Acquired – The structure was purchased at the same time the land was acquired.

2 – Constructed – The structure was constructed after the land was purchased.

Instrument Date (Mandatory – Field length 10 Date DD/MM/YYYY): Enter the date the structure/site improvement was acquired (purchased), construction was completed or the structure/site improvement was entered into service (date of occupancy).

Cost of Structure (Mandatory – Field length 12, 2 Numeric): Refer to SAM Section 8600 for instructions for entering the fixed assets costs of a structure or site improvement.

Cost of Additions (Mandatory for additions to structure – Field length 12, 2 Numeric): Refer to SAM Section 8600 for instructions for entering the costs for additions.

Funding Source Number (Optional – Field length 7 Numeric): The numerical code that identifies the primary State fund used to construct or purchase a structure. The funding source is established from the Department of Finance (DOF) and is published in the UCM. See the LOV on the data entry screen for listing of Fund Source numbers or go to www.dof.ca.gov/html/calstars/ucm.htm for a complete listing of the codes that are currently available from the DOF.

Multiple Funding Flag (Optional – Field length 1 Characters): Enter “Yes” or “No” to indicate whether or not multiple fund sources were used to construct or acquire the structure. Enter additional funding source information in the Structure Comments.

Document Number (Optional – Field length 8 Characters): An agency assigned identifier (8 characters in length) for the file containing the source documentation (i.e., acquisition, construction and related financial information).

Begin Fiscal Year (Mandatory – Field length 4 Numeric): Enter the beginning four digit fiscal year for the funding of the structure.

End Fiscal Year (Mandatory – Field length 4 Numeric): Enter the ending four digit fiscal year for the funding of the structure.

Transaction Date (Field length 10 Date DD/MM/YYYY): For SPI use only, no entry required.

Appendix O -- Structure Characteristics

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Structure Characteristic Code (Mandatory – Field length 4 Numeric): A unique code that identifies a particular characteristic of a building such as fire/life safety and asbestos inspection. See the LOV on the data entry screen for a listing of structure characteristic codes.

Applicable Date (Mandatory - Field length 10 Date DD/MM/YYYY): Enter the date used to determine when a structure characteristic is to be applied (i.e., state fire marshal report, asbestos survey date, etc). A date is mandatory. If no specific date is applicable, enter the current date.

Estimated Cost (Mandatory – Field length 12, 2 Numeric): The estimated cost associated with a given structure characteristic or predicted future cost to correct applicable condition.

Structure Characteristics Comment (Optional – Field Length 240 Characters): Enter any additional comments related to the structure characteristic.

Appendix P -- Structure Floor

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Floor ID (Mandatory – Field length 3 Characters): Enter the numeric or letter designation for a floor in a building including; mezzanines, basements, annexes, etc.

Net Office Area (Mandatory if structure has office space – Field length 7 Numeric): The total assignable square feet of “office quality environment” space (including lighting, HVAC, janitor service).

Includes offices, assigned conference rooms, reception, supply and special use rooms; corridors, laboratories and special use or private toilets. Also includes employee room, cot, and lounge rooms; auditorium; and cafeterias.

Does not include general or required toilet rooms, stairwells, elevator shafts, building equipment and service areas, stacks and shafts, dedicated public corridors, corridors required by code, and public lobbies.

Net Storage Area (Mandatory if structure has storage space – Field length 7 Numeric): The square footage of a place or space for storing goods contained on a floor.

Added Facility (Mandatory if structure has retail space – Field length 7 Numeric): The area of an office building suitable for retail occupancy. Examples of interior added facilities include ATM/Banking, retail shops, cafeteria (if not permitted to the Department of Rehabilitation), and daycare (inside). Exterior facilities include daycare (outside play area), and exterior dining areas (part of the cafeteria).

Common (Mandatory if structure has common space – Field length 7 Numeric): The unassigned space and makes up the remainder of the inside gross sq. ft. less Major Vertical Penetrations. Typically common area will consist of corridors, rest rooms, lobbies, foyers, etc.

Garage (Mandatory if structure has garage space – Field length 7 Numeric): Area used for vehicle parking, bicycle, etc.

MVP (Major Vertical Penetrations) (Mandatory if structure has MVP – Field length 7 Numeric): The space for stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Atria, light wells and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying office areas on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be Major Vertical Penetrations.

Defined Common (Mandatory if structure has defined common space – Field length 7 Numeric): These areas usually have a defined purpose such as an auditorium, conference room, or cafeteria (if not leased to a private vendor). Note: Retail space is not included in the definition of “defined common”.

Floor Inside Gross Square Feet (IGSF): The individual floor space within the interior of a building. IGSF is the result of combining all inside useable, defined common, common, added facilities, garage, and MVP sq.ft. within the building. This includes stairwells, public restrooms, public corridors, elevators, lobbies, duct shafts, equipment rooms, and wall thicknesses. No entry is necessary, the program will calculate the IGSF base on the above entries.

Appendix Q -- Structure Occupied Space

Statewide Property Inventory (SPI) Agency Delegated Website

Numeric - The value entered in the field is expressed by a number, not by a letter(s) or symbols.

Character(s) – The value entered in the field is expressed by a letter(s), numbers and symbols.

Occupying Agency Number (Mandatory – Field length 5 Numeric): From the LOV select the Uniform Codes Manual (UCM) Organization Code that corresponds to the occupying agency of the occupied space. See www.dof.ca.gov/html/calstars/ucm.htm for a complete listing of all current UCM Codes.

Division Number (Mandatory – Field length 5 Numeric): Enter the DGS Customer Account Number (CAN) that indicates the division, office, commission, unit, etc. that occupies the assigned space.

Floor ID (Mandatory – Field length 3 Characters): Enter the numeric or letter designation for a floor in a building including; mezzanines, basements, annexes, etc.

Space Type Code (Mandatory – Field length 4 Numeric): Select the applicable code from the LOV on the data entry screen. See [Appendix S - SPI Use Table](#). A structure may have multiple occupied space records if the structure has multiple uses, i.e. a warehouse (primary use) may have office space too.

Suite or Room (Optional – Field length 20 Characters): Enter any additional data that describes the location of the occupied space being reported within the structure, i.e. Room 123, Suite 5000, etc.

Quantity of Unit (Mandatory – Field length 7 Numeric): Enter the number of units (size) for an occupied space. The unit of measure used is associated with the type of space being reported. Each space type shown in the SPI Use Table ([Appendix S](#)) lists the unit of measure used for that particular space type, i.e. acres, square feet, spaces, etc.

Occupying or Beginning Date (Mandatory – Field length 10 Date DD/MM/YYYY): Enter the date the space assignment is first occupied. There may be multiple occupied space records for a single structure. Each space assignment can have a different beginning date depending on the allocation of the space within the structure.

Actual Vacated Date (Mandatory – Field length 10 Date DD/MM/YYYY): The actual date that an occupied space assignment has been vacated.

Full Time Personnel (Mandatory – Field length 4 Numeric): The number of full-time personnel for which the State occupied space was designed.

Part Time Personnel (Mandatory – Field length 4 Numeric): The number of part-time personnel for which the occupied space was designed.

5-Year Personnel Projection (Mandatory – Field length 4 Numeric): The total number of personnel projected to be occupying a given space in five years.

10-Year Personnel Projection (Mandatory – Field length 4 Numeric): The total number of personnel projected to be occupying a given space in ten years.

5-Year Sq Ft Projection (Optional – Field length 4 Numeric): The estimated amount of space needed five (5) years hence from a base year to house the total space requirements for an agency.

10-Year Sq Ft Projection (Optional – Field length 4 Numeric): The estimated amount of space needed ten (10) years hence from a base year to house the total space requirements for an agency.

Personnel Base Year (Mandatory – Field length 4 Numeric): Enter the four digit year in which the data was collected for the number of employees and the projections .

Occupied Space Comment (Optional – Field Length 240 Characters): Enter all pertinent comments relating to the occupied space record.

Appendix R – Frequently Asked Questions (FAQ's) *Statewide Property Inventory (SPI) Agency Delegated Website*

Q: I have found the Structure or Parcel that I want to modify, but there is no link to the modification screen. How do I modify this Structure or Parcel?

A: All modifications to Parcel, Structure, Characteristics, Floor, Occupied Space, etc. start with the Real Property. Therefore, you must navigate to the parent Real Property record of the Parcel or Structure to be modified

Once you locate the Real Property record (See *Section 6.2.B: Accessing the Modification of an Existing Real Property Screen* in the User's Guide), click the "Modify this property" icon.

Q: There are structures listed at a Real Property that no longer exist. How do I delete a Structure from SPI?

A: All delete functions are submitted through the Real Property modification. Navigate to the parent Real Property record of the Structure(s) you wish to delete. Once you locate the Real Property Record (See *Section 6.2.B: Accessing the Modification of an Existing Real Property Screen* in the User's Guide), click the "Modify this property" icon. Then follow the detailed instructions in *Section 6.10.C: Delete a Structure* in the User's Guide to delete the Structure.

Q: How do I delete an entire Real Property?

A: To remove/delete an entire Real Property not subject to the surplus process or post surplus process, please email the SPI representative at spiweb@dgs.ca.gov. Please note in the subject line: Delete RP#_____. Briefly describe the reasons for deletion. The SPI representative will work with you in identifying and/or obtaining the necessary documentation.

Q: I submitted my modification/additions online. When will I be able to see these changes in SPI?

A: You should be able to see your changes by the next business day unless documentation is required, such as Title Reports or Grand or Easement Deeds. Verification of documents may cause delays as they may not have arrived or are complex in nature. If documentation is required (for example, the purchase of a new piece of property) please submit documents promptly to: Department of General Services, Statewide Property Inventory, Z-1, 707 Third Street, 5th Floor, West Sacramento, CA 95605. Feel free to follow up your submittal(s) by emailing the SPI

representative at spiweb@dgs.ca.gov. Please be sure to include the document number(s) of your submittal on any correspondence.

Q: I can see a property on the SPI Public Site, but when I login to the SPI Agency Site the property is not listed and cannot be found. What am I doing wrong?

A: The Public site lists approved fields for all State-owned property. The Agency Site lists much more but only for what the user is authorized to view. As an agent of your particular agency, you are likely only given privilege to view records from that agency. If you believe your authorization needs modification, send an email to the SPI representative at spiweb@dgs.ca.gov. Please note on the subject line: Authorization: (User Name).

Q: After logging in to the Agency Site, I get HTTP 500 Error to the right of the Content Browser. What's wrong?

A: SPI Agency Site refreshes around midnight each night. If you are attempting to access the site during the regularly scheduled refresh period, you may briefly encounter this error. Refresh does not usually last longer than 15 minutes, so please wait and try again.

Unscheduled interruptions of service do occur and SPI Staff (when notified) will make every attempt to pass that information along via email to Agency Site users. If you do encounter this error at unexpected times, please notify the SPI representative at spiweb@dgs.ca.gov Subject: Site Error. Please be sure to include your user name and the time of the error.

Q: I forgot to logout. Now when I try to log back in, I can't. I get the follow message instead: *You are already logged on to EConExplorer. The current policy does not permit multiple logon.* How do I log back in?

A: If you do not follow the proper procedure when logging out, you will be temporarily locked out of the system, as it will not recognize that you have left. If this happens, your current login session will self terminate in 30 minutes. Once terminated, you will be able to login again. If you have waited the prescribed 30 minutes and still cannot login, please notify the SPI administrator at spiweb@dgs.ca.gov Subject: Terminate Session. Please be sure to include your user name in the body of the email.

Q: I tried to do a calculation on my Excel™ spreadsheet and it did not work. What should I do?

A: On the Excel™ spreadsheets, all number columns (example: Cost of Structure, Square Footage) are formatted as text. In order to convert from text to numbers, the user must follow some easy steps: Highlight the column, Go to the top cell and with your cursor hover over the green triangle in the top left corner until an explanation point inside a yellow diamond appears, Click the down arrow and select “Convert to Number.” Once converted from text to number, the user can then format the cells (example: Currency, change number of decimals, etc).

For more detailed instructions including pictures, please refer to *Appendix A: Navigating the Website*.

Appendix S – Statewide Property Inventory Use Table

Statewide Property Inventory (SPI) Agency Delegated Website

Use Code	Use Description	Unit Description	Use Definition
1170	Access Road	Acres	A road which enables the landowner or lessee to have ingress and egress rights from his property to a public road or street.
2320	Added Facility	Square Feet	Office quality space which is being used for other purposes, such as conference rooms, cafeteria, storage, etc.
5010	Admissions/Toll Booth/Kiosk	Square Feet	A structure used for the purpose of collecting a charge for a use privilege or for disseminating notices or information.
1012	Agricultural Arboretum	Acres	Land where trees, shrubs and herbaceous plants are cultivated for scientific and educational purposes.
1190	Agricultural Aviary Site	Acres	Land with or without a structure(s) used to keep and raise fowl.
1013	Agricultural Field Crops	Acres	Land used for producing crops.
1019	Agricultural Forestry Site	Acres	Land
1014	Agricultural Grazing	Acres	Land used for grazing livestock.
1016	Agricultural Kelp Harvesting	Acres	Land used for harvesting of kelp crop grown in artificial ocean beds.
1017	Agricultural Orchard	Acres	Land used for orchards.
1010	Agricultural Site	Acres	Land used for farming, producing crops and/or raising livestock.
1018	Agricultural Vineyard	Acres	Land used for vineyards.
4920	Air Monitoring Station	Square Feet	A place for air monitoring equipment. Includes meteorological, air pollution, pollen, ozone analyzer, etc.
5693	Air Operations Building	Square Feet	A building to host dispatch office, fire captain/Battalion Commander office, living area, pilot lounge and shop.
5140	Air Traffic Control Tower	Square Feet	A structure used to coordinate and regulate the activities of aircraft within a prescribed area.
1180	Airport	Acres	Land where aircraft can take off and land, usually equipped with hangars, facilities for refueling and repair, various accommodations for passengers, etc.

Use Code	Use Description	Unit Description	Use Definition
5020	Amphitheater	Square Feet	A round or oval building (stage area) with an open space (arena) surrounded by a rising row of seats. May include judging ring, stand, pavilion, announcer's stage, livestock arena, auction area, bandstand, bleachers, etc.
1020	Angling Access Site	Acres	A limited right or interest in the land of another entitling an individual the right to come onto, approach or use the property while engaged in fishing.
5030	Apartments (5 or more units)	Square Feet	A structure in which five or more units are arranged and rented as individual units.
3550	Apparatus Building	Square Feet	A two-bay (or larger) apparatus building with command office.
5170	Archives	Square Feet	A building or room where public records, documents, etc., are kept.
	Arena	Square Feet	See: Amphitheater
5600	Armory	Square Feet	A building or room used in military training or storage of weapons. An armory may include an indoor firing range.
4705	ATM (Built-in)	Spaces	A space where an automated teller machine is located in a built-in wall space.
4710	ATM (Cash Dispenser)	Spaces	A space where a free-standing cash-dispensing automated teller machine is located.
4715	ATM (Full Service)	Spaces	A space where a free-standing full-service automated teller machine is located.
5630	Auditorium/Hall	Square Feet	A room or building used for large gatherings, lectures or entertainment.
5150	Barber Shop	Square Feet	A building or room used for cutting and dressing hair, shaving and trimming beards, etc.
2490	Barn	Square Feet	A building for storing farming equipment, material or livestock.
5695	Barrack/Mess Hall	Square Feet	A barrack building with a full kitchen, dining and living areas.
	Barrier	Acres	See: Dams/Levees/Barriers
4805	Billboard (Electronic)	Spaces	An electronic commercial advertising media display.
4800	Billboard Sign	Spaces	A large panel designed for commercial advertising.

Use Code	Use Description	Unit Description	Use Definition
4570	Boat Mooring/Marina	Spaces	An area providing dockage, supplies and services for small water craft.
	Bookstore	Square Feet	See: Store
1430	BPM Grounds Maintenance (Acres)	Acres	
6500	BPM Grounds Maintenance (SF)	Square Feet	
6340	Bridge	Linear Feet	A structure spanning and providing passage over an obstacle.
	Cabin	Square Feet	See: Hotel/Lodge/Cabin
	Cafeteria	Square Feet	See: Dining/Cafeteria
4580	Campsite	Spaces	A space used for camping. May include picnic table, fire pit, etc.
5875	Canteen	Square Feet	A small cafeteria or snack bar which is not used for full-service food preparation. Foods are usually pre-packaged and may be reheated by microwave. May include dining space.
3540	Car Wash	Square Feet	A designated area for washing motorized vehicles.
	Care Facility Site	Square Feet	See: Hospital/Care Facility Site
3500	Carport	Square Feet	A structure consisting of a roof and one to three walls used as a shelter for a motor vehicle.
1200	Cemetery	Acres	Land used for the burial of the dead; graveyard.
5650	Chapel	Square Feet	A room or building used for religious worship.
5045	Child Care (Exterior)	Square Feet	
5040	Child Care (Interior)	Square Feet	A room or building used to provide care for children.
5620	Classroom	Square Feet	A room or building used for education.
	Clinic	Square Feet	See: Hospital/Clinic
4400	Coffee Cart	Spaces	A space for the location of mobile carts for dispensing of beverages: e.g., coffee, tea, soda, etc.
	Coliseum	Square Feet	See: Stadium/Coliseum
5920	Combination	Square Feet	For Statewide Property Inventory Staff only.
5880	Comfort Station/ Restrooms/ Lavatories	Square Feet	A room or rooms (in a public building) equipped with toilets, washbowls, couches and the like for the convenience of patrons, employees, etc.

Use Code	Use Description	Unit Description	Use Definition
8020	Commercial Site	Acres	Land
4555	Communication Antenna	Spaces	A metallic device (a rod or wire) for radiating or receiving radio waves which can be mounted on various types of structures, such as communication tower, light pole, building face, etc. Also includes space for satellite dishes.
5610	Communication Building	Square Feet	A room, vault or building used to house communication equipment such as radio, telephone, etc.
4550	Communication Rack	Spaces	A framework, grating, case, stand, etc., for holding communication equipment that is housed at a communication site.
1040	Communication Site	Acres	Land where telecommunications towers/structures are built to house telecommunications equipment.
5615	Communication Tower	Square Feet	A tower which telecommunication equipment is mounted upon.
2395	Computer Room	Square Feet	A room used to house computer equipment, servers, etc., usually with its own HVAC system/controls.
5750	Concession	Square Feet	An area or building used for sale of miscellaneous items. May include snacks, souvenirs, etc.
2380	Conference Room	Square Feet	A large room in a multi-agency building used for meetings, etc. Conference areas within a single-agency building or assignment will be classified as office space.
	Conservation/Recreation Site	Acres	See: Recreation/Conservation Site
4750	Copier (Coin Operated)	Spaces	A space where a free-standing coin-operated copying machine is located.
1050	Correctional Facility Site	Acres	Land used for the location of a correctional facility where individuals are confined to prison for some crime.
2321	Cot Room	Square Feet	A room furnished with a cot or couch used for a person who needs to lie down for a short time. Room should also house supply of blankets, pillow, etc.
2385	Credit Union	Square Feet	A building or room used for credit union/banking purposes.
	Curb	Linear Feet	See: Roads/Curbs/Sidewalks

Use Code	Use Description	Unit Description	Use Definition
5160	Dairy	Square Feet	A place where milk and cream are kept and made into butter, cheese, etc.
1060	Dam Area	Acres	A site for a dam or other stream management.
6240	Dams/Levees/Barriers	Acres	An embankment or wall (earth, concrete, etc.) that prevents or controls the flow of water.
9100	Declared Surplus (Encumbered by Lease)	Unknown	
5870	Dining/Cafeteria	Square Feet	A place for complete food services including grills, ovens, commercial refrigerators and/or designated dining space.
	Disposal Site	Acres	see: Material/Disposal Site
5670	Dormitory	Square Feet	A room or building used for multiple residential occupancy
8050	Dredging Site	Acres	Land
1070	Easement	Acres	A limited right or interest in the land of another entitling the holder to some use, privilege, or benefit.
1071	Easement (Conservation)	Acres	A limited right or interest in the land of another entitling the holder to the official care and protection of natural resources, use, privilege or benefit.
1035	Easement (Public Utility)	Acres	A limited right or interest in the land of another entitling the holder to . . .
1074	Easement (Right of Way)	Acres	A limited right or interest in the land of another entitling the holder to . . .
1072	Easement (Road)	Acres	A limited right or interest in the land of another entitling the holder to the use of a road/street.
1075	Easement (Sewer Outfall)	Acres	A limited right or interest in the land of another entitling the holder to . . .
1073	Easement (Utility)	Acres	A limited right or interest in the land of another entitling the holder to place and maintain a utility: e.g., electric, gas, water, sewer.
1080	Educational Site	Acres	Land with or without structures which is used in conjunction with teaching, training, etc.
5130	Emergency Command Center	Square Feet	A building or room used to coordinate the emergency efforts of various federal, State, county and city entities.
5135	Emergency Shelter	Square Feet	A building

Use Code	Use Description	Unit Description	Use Definition
8065	Emergency Site	Acres	Land
5970	Encroachment	Square Feet	Space in which adjoining property owner has encroached on State land.
5825	Energy Building (Solar)	Square Feet	A building or portion thereof used for energy production; i.e., photo voltaic/solar panels. May include appurtenant easements.
1305	Energy Site (Co-Gen Plant)	Acres	Land used to locate an electric power plant for which there is a cooperative agreement between the State of California and a non-State entity.
1310	Energy Site (Power Plant)	Acres	Land used to locate an electric power plant.
1315	Energy Site (Solar)	Acres	Land used to locate photo voltaic/solar panels for the production of electricity.
1320	Energy Site (Wind)	Acres	Land used to locate wind generators for the production of electricity.
2480	Equipment/ Maintenance Building	Square Feet	A building used for maintaining and storing equipment. Usually highway maintenance equipment, military vehicles, etc.
1007	Excess Land	Acres	
	Exhibit	Square Feet	See: Visitor Center/Exhibit
	Fabrication Compound Site	Acres	See: Maintenance/Fabrication Compound Site
1090	Fairground Site	Acres	Land with exhibitions buildings where competitive exhibitions of farm, household and manufactured products, usually with various amusement facilities and educational displays, are held.
6190	Fencing	Linear Feet	Barbwire, cyclone, split-rail, rail and stake, block and wood, log rail, etc.
1095	Field (Spray)	Acres	Land where treated sewage effluent (non-potable water) is dispersed.
5690	Firehouse/Forest Fire Station	Square Feet	A combination building used to house fire fighting personnel, equipment, dining facilities, living quarters, office, etc.
1025	Firing Range Site	Acres	Land used for shooting practice.
2322	First Aid Room	Square Feet	A room used for first aid purposes. Room should also have first aid supplies.

Use Code	Use Description	Unit Description	Use Definition
1100	Fish and Wildlife Site	Acres	Land used for the preservation of birds or animals. A bird sanctuary or preserve.
	Fishery	Square Feet	See: Hatchery/Fisheries
1230	Flood Control Site	Acres	Land
	Forest Fire Station	Square Feet	See: Firehouse/Forest Fire Station
1110	Forestry Management Site	Acres	Land used for a fire control station, lookout, ranger quarters, conservation camp, etc.
5910	Fuel House	Square Feet	A building used to store fuel supplies and fuel logs.
3505	Garage (Fleet)	Square Feet	A self-sustaining (lease/service) facility for State vehicles.
3512	Garage (Residence)	Square Feet	A totally enclosed building, in conjunction with a residence or living quarters, used to store motor vehicles.
3510	Garage/Parking Structure	Square Feet	A building used as a shelter for motor vehicles. May include minor car maintenance/servicing.
	Gas Compensatory Site	Acres	See: Oil/Gas/Mineral Compensatory Site
5015	Gazebo	Square Feet	A freestanding roofed structure usually open on the sides.
8085	Geological Survey Site	Acres	Land
8080	Geophysical Exploration Site	Acres	Land
8045	Geothermal Site	Acres	Land
1400	Golf Course Site	Acres	Land laid out for playing golf.
	Greenhouse	Square Feet	See: Nursery/Greenhouse
5890	Gymnasium	Square Feet	A room or building equipped for physical training and athletic games and sports.
8060	Habitat Restoration Site	Acres	Land
	Hall	Square Feet	See: Auditorium/Hall
5850	Hangar	Square Feet	A building to store and maintain airplanes.
5730	Hatchery/Fisheries	Square Feet	A structure used for the propagation of fish.
	Hazardous Material	Square Feet	See: Shed
2382	Hearing Room	Square Feet	A large room in a multi-agency building used for hearings. Hearing rooms are set up with a front podium and rows of chairs.
1210	Helitack Base Site	Acres	Land used as a designated landing pad for helicopters.

Use Code	Use Description	Unit Description	Use Definition
1141	Highway Maintenance Site	Acres	Land used for a facility that is primarily used to house the necessary equipment and operations involved in highway maintenance.
2460	Historical Building (California Register)	Square Feet	A building that has been placed on the official register of historical landmarks for the State of California.
2470	Historical Building (National Register)	Square Feet	A building that has been placed on the official register of national landmarks.
1120	Hospital/Care Facility Site	Acres	Land used for a medical facility or rest home.
5710	Hospital/Clinic	Square Feet	A room or building used in the care of the sick or infirm. Includes: medical building, medical clinic, dispensary/infirmary.
5940	Hotel/Lodge/Cabin	Square Feet	A building providing rooms to accommodate travelers.
8000	Industrial Site	Acres	Land
6410	Infrastructure (Communications Conduit)	Linear Feet	Above or underground conduit containing telecommunications wiring.
6420	Infrastructure (Electrical Conduit)	Linear Feet	Above or underground conduit containing electrical wiring. Includes auxiliary connections, meter boxes, etc.
6430	Infrastructure (Gas Pipeline)	Linear Feet	Above or underground pipeline for natural gas, gasoline, diesel, etc.
6440	Infrastructure (Sewer Pipeline)	Linear Feet	Above or underground pipeline for sewage.
6450	Infrastructure (Water Pipeline)	Linear Feet	Above or underground pipeline for water.
1130	Inspection Facility Site	Acres	Land used for border inspections, scales for weighing vehicles, etc.
5640	Inspection Station	Square Feet	An area covered by a roof used in examining vehicles or their contents. May be used by the Departments of Motor Vehicles, Food and Agriculture and Highway Patrol, etc.
2323	Janitor Service Room	Square Feet	A room used for storage of janitorial supplies.
5300	Kennel	Square Feet	A place for shelter and/or care of animals.
	Kiosk/Ticket Booth	Square Feet	See: Admissions/Toll Booth/Kiosk
5830	Kitchen	Square Feet	A room or building used in the preparation of food.

Use Code	Use Description	Unit Description	Use Definition
5720	Laboratory	Square Feet	A room or building used for testing of samples, marine life cultivation, etc., such as: material/chemical labs, environmental labs, etc. This building DOES NOT include classrooms.
2324	Lactation Room	Square Feet	A room used by nursing mothers for lactation purposes.
1160	Land (Leased)	Acres	Land with a written document permitting the lessee possession for the use of land only for a specified rent and term.
1165	Land (Leased with State Structure)	Acres	For Statewide Property Inventory Staff only.
1142	Landscape Maintenance Site	Acres	Land used for a facility that is primarily used to house the necessary equipment and operations involved in landscape maintenance: e.g., highway landscape.
5860	Laundry	Square Feet	A room or building used to clean or launder clothing.
	Lavatory	Square Feet	See: Comfort Station/ Restrooms/Lavatories
	Levee	Acres	See: Dams/Levees/Barriers
5680	Library	Square Feet	A room or building used for the storage and perusal of books.
5760	Lifeguard Station	Square Feet	A building used for lifeguard administration. Do NOT include one-man lifeguard stands.
5070	Lighthouse	Square Feet	A structure (as a tower) with a powerful light that gives a continuous or intermittent signal to navigators.
5180	Loading Dock/ Platform	Square Feet	A raised stage or flooring for the purpose of loading or unloading equipment or supplies.
	Lodge	Square Feet	See: Hotel/Lodge/Cabin
5050	Lookout (Forestry)	Square Feet	A structure for keeping watch for a forest fire, usually at a height affording an extensive view.
5060	Lookout (Guard Station)	Square Feet	A structure used to watch over prisoners or to supervise entrances and exits: e.g., correctional guard towers, sallyport (gate in a fortification designed for sorties).
2392	Mailroom/ Reproduction	Square Feet	A room used for the distribution of incoming and outgoing mail and/or for mass reproduction services.

Use Code	Use Description	Unit Description	Use Definition
	Maintenance Building	Square Feet	See: Equipment/Maintenance Building
1140	Maintenance/Fabrication Compound Site	Acres	Land for a facility primarily used to modify or manufacture highway maintenance equipment.
	Marina	Spaces	See: Boat Mooring/Marina
1144	Material or Disposal Site	Acres	Land that is used to store or dispose of materials in the construction of highways: e.g., asphalt, gravel, dirt, etc.
6070	Memorial	Square Feet	A commemorative structure to help people remember some person or event.
	Mess Hall	Square Feet	See: Barrack/Mess Hall
1032	Migrant Center Site	Acres	Land
1030	Military Site	Acres	Land for the use of the California National Guard. May include rifle range, airport, armory, etc.
	Mineral Compensatory Site	Acres	See: Oil/Gas/Mineral Compensatory Site
8075	Mineral Prospecting Site	Acres	Land
8040	Mineral Site	Acres	Land
5660	Miscellaneous	Square Feet	For Statewide Property Inventory Use only.
5770	Museum	Square Feet	A room or building used for preserving and exhibiting artistic, historical or scientific objects.
5780	Natatorium/ Swimming Pool	Square Feet	A building housing a swimming pool and related facilities.
4900	Noise Monitor	Spaces	Space where a piece of noise monitoring equipment can be installed on buildings or land.
8025	Non-Commercial Site	Acres	Land
9000	Not Used By State Program	Unknown	A code designating that the property or structure is not being utilized for the purpose(s) as originally contained in the Budget Act or appropriations made as a result of statutory, constitutional or other provisions.
5700	Nursery/ Greenhouse	Square Feet	A building or room used for the propagation of plants. This does NOT include classrooms.
2290	Office (Field)	Square Feet	A regional office building to facilitate the program of the agency: e.g., Highway Patrol, Employment Development Department, Department of Motor Vehicles.

Use Code	Use Description	Unit Description	Use Definition
2300	Office (General)	Square Feet	An office building which can accommodate one or more agencies.
2310	Office (Institutional)	Square Feet	An office building which could not be readily used with any other agency: e.g., the administration building of a prison, state hospital, etc.
2312	Office/Residence	Square Feet	A residence occupied by a State employee, although the primary business use is an office.
8035	Oil and Gas Site	Acres	Land
8030	Oil/Gas/Mineral Compensatory Site	Acres	Land
	Oil Well	Acres	See: Well (Oil)
1015	Open Space	Acres	For Statewide Property Inventory Staff only.
2410	Open Storage	Square Feet	An area not covered by a roof, either paved or unpaved, usually surrounded by a fence.
	Park Site	Acres	See: Recreation/Park Site
3520	Parking (Paved)	Square Feet	A paved area for temporary storage of motor vehicles.
3530	Parking (Unpaved)	Square Feet	An unpaved area for temporary storage of motor vehicles.
4590	Parking Space(s)	Spaces	A space marked off with lines indicating the area to be used to park a motor vehicle.
	Parking Structure	Square Feet	See: Garage/Parking Structure
5310	Pedestrian Passageway	Square Feet	A hall or corridor that is an entrance or exit onto which several rooms or structures open.
4600	Pier/Wharf	Spaces	A structure built out over the water and supported by pillars or piles. A structure used as a landing place for watercraft.
	Platform	Square Feet	See: Loading Dock/Platform
6210	Pond (Duck)	Acres	A pond used for purposes other than domestic water: e.g., wildlife habitat.
6212	Pond (Sewage)	Acres	A pond used in the treatment of waste matter and water.
	Pond (Water)	Acres	See: Reservoir/Pond (Water)
2390	Post Office	Square Feet	A room or building used specifically for U.S. Mail purposes.
1004	Proprietary Land	Acres	Land
8005	Public Agency Site	Acres	Land
8010	Public Trust Site	Acres	Land
	Public Utility Easement (General)	Acres	See: Easement (Public Utility)

Use Code	Use Description	Unit Description	Use Definition
5120	Pump/Well House	Square Feet	A structure that primarily provides protection for the pump.
1146	Quarry	Acres	Land used for the open excavation of obtaining building stone, slate, limestone, sand or gravel.
2325	Quiet Room	Square Feet	A small room usually furnished with a table, chairs, telephone and computer connection. Usually used by individuals as a quiet working environment or for conference calls.
2328	Raceway/Racetrack	Linear Feet	A course laid out for racing livestock, vehicles, etc.
5080	Railroad Facilities	Square Feet	Tracks, turntable, roundhouse, etc.
5200	Ramp	Square Feet	A sloping passage joining different levels of a building, road, etc.
	Receiving/Release	Square Feet	See: Office (Institutional). Used in a correctional facility.
5840	Recreation Building	Square Feet	A room or building used mainly for recreation.
1155	Recreation/ Conservation Site	Acres	Land
1150	Recreation/Park Site	Acres	Land used for recreational camping, hiking, etc.
1410	Recreational Packhorse Station	Acres	Land used for the location of a packhorse station. May include use of trails.
8055	Recreational Pier Site	Acres	Land
1420	Recreational Ropes Course	Acres	Land used for the purpose of climbing and swinging on ropes.
5642	Recycle Center Site	Acres	Land used for a facility that processes recyclable materials.
2340	Relocatable Classroom	Square Feet	A trailer or modular building used for educational purposes. This building can be moved or knocked down and transported to another site.
2350	Relocatable Dormitory	Square Feet	A trailer or modular building used for multiple residential occupancy. This building can be moved or knocked down and transported to another site.
2376	Relocatable Freezer	Square Feet	A trailer or modular building entirely used to freeze items. This building can be moved or knocked down and transported to another site.

Use Code	Use Description	Unit Description	Use Definition
2373	Relocatable Laboratory	Square Feet	A trailer or modular building used for testing of samples, marine life cultivation, etc., such as: material/chemical labs, environmental labs, etc. This building can be moved or knocked down and transported to another site.
2365	Relocatable Locker Room	Square Feet	A trailer or modular building used for changing clothes and for storing clothing and equipment in lockers. This building can be moved or knocked down and transported to another site.
2355	Relocatable Medical Facility	Square Feet	A trailer or modular building used to care for the sick or injured. This building can be moved or knocked down and transported to another site.
2330	Relocatable Office	Square Feet	A trailer or modular building used as an office. This building can be moved or knocked down and transported to another site.
2377	Relocatable Refrigerator	Square Feet	A trailer or modular building entirely used for refrigeration. This building can be moved or knocked down and transported to another site.
2360	Relocatable Residence	Square Feet	A trailer or modular building used as a residence. This building can be moved or knocked down and transported to another site.
2364	Relocatable Restroom	Square Feet	A trailer or modular building used as a room or rooms (in a public building) equipped with toilets, washbowls, couches and the like for the convenience of patrons, employees, etc. This building can be moved or knocked down and transported to another site.
2374	Relocatable Shop	Square Feet	A trailer or modular building used in manufacturing or repairing State equipment. This building can be moved or knocked down and transported to another site.
2375	Relocatable Storage	Square Feet	A trailer, modular building, sea train or drop box used specifically for storage. This building can be moved or knocked down and transported to another site.

Use Code	Use Description	Unit Description	Use Definition
2370	Relocatable Store	Square Feet	A trailer or modular building used for retail sales: e.g., clothing, etc. This building can be moved or knocked down and transported to another site.
	Reproduction	Square Feet	See: Mailroom/Reproduction
7010	Reserved (Development Rights)	Acres	Land where the State has retained the right to control the development that occurs on the property.
7000	Reserved (Mineral Rights)	Acres	Land where the State has retained the right to develop and extract the minerals
7015	Reserved (Reversionary Rights)	Acres	Land with a presently vested future estate, the possession of which is deferred.
7005	Reserved (Water Rights)	Acres	Land with a presently vested future right to use water adjacent to or below the surface of the land, the possession of which is deferred.
1220	Reservoir/Pond (Water)	Acres	A natural or artificial lake or pond in which water is collected and stored for domestic use.
5090	Residence (Multi-family)	Square Feet	A building consisting of two to four units used to house State employees and their families or patients/wards in state programs.
5740	Residence (Single-family)	Square Feet	A house for use by State employees and their families or patients/wards in State programs. Or a house for use by non-State employees for the caretaking of State property. For the purposes of the SPI, a condominium unit will be reported as a residence.
	Restroom	Square Feet	See: Comfort Station/Restrooms/Lavatories
8015	Right of Way Site	Acres	Land
6250	Roads/Curbs/ Sidewalks	Linear Feet	An open way for the passage of vehicles, persons and animals. Curbs and sidewalks located adjacent to the roadway are to be considered part of the road.
1062	Roadside Rest	Acres	Land area designated for cars and trucks to pull off the highway in order to take a rest from traveling.
1001	RP Encumbered by Long Term Lease	Acres	

Use Code	Use Description	Unit Description	Use Definition
2432	Salt/Sand House	Square Feet	A structure used to store the sand and salt that is placed on the highways to prevent vehicles from slipping and sliding during wet or icy conditions.
	Sallyport	Square Feet	See: Lookout (Guard Station)
8070	Salvage Site	Acres	Land
	Sand House	Square Feet	See: Salt/Sand House
6230	Screens (Fish/Bird)	Linear Feet	A device/panel used to divide, conceal, shield or protect wildlife (fish, birds, etc.).
2326	Security Room	Square Feet	A room used for housing security personnel, equipment and supplies. Also used for badging purposes.
1350	Seismographic Site	Acres	Land where seismological equipment is located.
4910	Seismographic Station	Spaces	A space for free-standing seismic equipment.
5900	Service Station	Square Feet	A structure to service motor vehicles with gasoline, oil, etc.
2420	Shed	Square Feet	A structure consisting of a roof and one or more walls. Includes: paint storage, portable fuel storage, hazardous materials (short term, temporary storage), maintenance, tool storage, small equipment, etc.
5810	Shop	Square Feet	A room or building used in manufacturing or repairing State equipment. Do NOT include rooms in schools or colleges that would be designated as classrooms.
5950	Shower	Square Feet	A building used to take shower baths: e.g., Department of Corrections, Department of Developmental Services, etc.
	Sidewalk	Linear Feet	See: Roads/Curbs/Sidewalks
6000	Site Improvements	Unknown	A change or addition to land or property to make it more valuable.
1005	Sovereign Land	Acres	Lands held by the State alone, or some of its governmental agencies, can possess, and which it possesses in the character of a sovereign, for the common benefit, and to enable it to carry out its proper functions.
5100	Stadium/Coliseum	Square Feet	A place used for outdoor games, meetings, etc., partly or completely surrounded by tiers of seats.

Use Code	Use Description	Unit Description	Use Definition
2482	Staging Area	Square Feet	A building used to assemble people using a check-in, check-out process. This building is open on all sides using pillars/poles to attach a roof.
1008	State School Land	Acres	Congressional land grants to the State. The commonly referred to "School Lands and Lieu Lands Act" granted to California the 16th and the 36th sections in each township for school purposes. If the 16th and 36th sections had been disposed of, "lieu lands" were selected.
2400	Storage	Square Feet	A place or room for storing goods.
2430	Storage Building	Square Feet	A building used mainly for storage (a small office related to the use of the building may be included). All these structures which do not meet the criteria of a warehouse are included in this category.
5790	Store (Retail)	Square Feet	A room or building used for the commercial sale of sundries, books, gifts, souvenirs, etc. Includes the sale of inmate or patient fabricated gifts or souvenirs.
1006	Swamp Land	Acres	Land
	Swimming Pool	Square Feet	See: Natatorium/Swimming Pool
6290	Tank (Butane)	Cubic Feet	A tank used to store butane fuel.
6330	Tank (Daphnia)	Cubic Feet	A tank used to propagate fresh water crustaceans as a food source to be used in hatcheries.
6265	Tank (Emulsion)	Cubic Feet	A tank used to store a petroleum mixture used for sealing or coating.
6260	Tank (Fuel)	Cubic Feet	A tank used to store gasoline, diesel, etc.
6267	Tank (Heating Oil)	Cubic Feet	A tank used to store oil for heating a building.
6270	Tank (Septic)	Cubic Feet	A sewage disposal tank in which waste material is decomposed by artificial means.
6320	Tank (Settling)	Cubic Feet	A tank used to make liquids, solutions or mixtures become clear by forming a sediment.
6277	Tank (Solvent)	Cubic Feet	A tank containing a solution capable of dissolving another substance.
6275	Tank (Waste Oil)	Cubic Feet	A tank used to store a petroleum by-product or used oil.
6280	Tank (Water)	Cubic Feet	A tank used to store water.

Use Code	Use Description	Unit Description	Use Definition
7500	Term Sale	Acres	
5110	Theater	Square Feet	A building where plays, operas, motion pictures, etc., are performed.
	Ticket/Toll Booth	Square Feet	See: Admissions/Toll Booth/Kiosk
4560	Trailer Space	Spaces	A space used to park a trailer, motor home, etc.
6170	Trails	Acres	Land used for a track or way for use by pedestrians or motorized vehicles. (Reported in feet or miles in the comments section of the structure record.)
2450	Transit Station	Square Feet	A building where passengers embark or disembark from buses, trains, vanpools, etc.
5955	Tunnel (Pedestrian/Vehicular/Utility)	Square Feet	An underground passageway to accommodate pedestrian, vehicular or utility transport.
5980	Unknown	Square Feet	For Statewide Property Inventory Staff only.
1000	Used By State Program	Unknown	A code designating that the property or structure is being utilized according to the appropriation contained in the Budget Act and for appropriations made as a result of statutory, constitutional or other provisions.
5820	Utility	Square Feet	A room or building used for mechanical, boiler and electrical equipment. Small electric C sets, pipe spaces and duct spaces are NOT included.
1009	Vacant	Acres	For Statewide Property Inventory Staff only.
5190	Vault	Square Feet	A cellar room used for storage: e.g., communication equipment.
4760	Vending Machine	Spaces	A space where a free-standing coin-operated machine for selling merchandise is located.
5960	Visitation Facility	Square Feet	A building used for the purpose of visiting a patient or ward confined to a State program: e.g., Department of Corrections, Department of Developmental Services, Department of Mental Health, etc.

Use Code	Use Description	Unit Description	Use Definition
5800	Visitor Center/ Exhibit	Square Feet	A visitor center/exhibit building used to view, show or display objects for the enlightenment of the public.
1152	Vista Site	Acres	Land used as a designated area for vehicles to pull off the highway in order to view the local scenery.
2440	Warehouse	Square Feet	A building classified as a warehouse under the Procurement Division definition. Should contain at least four of the following five requirements: (1) at least 10,000 square feet; (2) standard construction quality; (3) 100,000 cubic foot clear; (4) vehicular-receiving capability; and, (5) stable humidity and temperature.
1240	Wastewater Treatment Site	Acres	Land used for the treatment of sewage.
1235	Water Management Site	Acres	Land
5115	Water Monitoring Station	Square Feet	A building
	Wharf	Spaces	See: Pier/Wharf
5644	Weigh Station	Acres	Land used as a designated area for trucks to pull off the highway to be weighed.
5123	Well (Gas)	Acres	A production site used for the purpose of digging or drilling a hold in the earth from which gas flows or is pumped. A deep hole/shaft dug or drilled to obtain gas which includes a pump mechanism for extraction of the gas.
5125	Well (Oil)	Acres	A production site used for the purpose of digging or drilling a hole in the earth from which petroleum flows or is pumped. A deep hole/shaft dug or drilled to obtain oil which includes a pump mechanism for extraction of the oil.

Use Code	Use Description	Unit Description	Use Definition
5127	Well (Water)	Acres	A production site used for the purpose of digging or drilling a hold in the earth from which water flows or is pumped. A deep hole/shaft dug or drilled to obtain water which includes a pump mechanism for extraction of the water.
	Well House	Square Feet	See: Pump/Well House
2485	Work Change	Square Feet	A designated building used by inmates/prisoners to change clothing upon passing from one area to another.

Appendix T – County and City Code Table

Statewide Property Inventory (SPI) Agency Delegated Website

County Code	City Code	City Name	County Code	City Code	City Name
	0	No City Indicated	19	195	Arleta
39	5	Acampo	16	200	Armona
19	10	Acton	5	205	Arnold
36	15	Adelanto	27	210	Aromas
25	20	Adin	40	215	Arroyo Grande
19	25	Agoura	19	220	Artesia
19	27	Agoura Hills	11	225	Artois
33	30	Aguanga	15	230	Arvin
20	35	Ahwahnee	49	235	Asti
1	40	Alameda	40	240	Atascadero
7	45	Alamo	41	245	Atherton
1	50	Albany	24	250	Atwater
23	55	Albion	30	255	Atwood
12	60	Alderpoint	10	260	Auberry
19	65	Alhambra	31	265	Auburn
30	67	Aliso Viejo	19	270	Avalon
46	70	Alleghany	16	275	Avenal
54	75	Alpaugh	5	280	Avery
37	80	Alpine	40	285	Avila Beach
31	85	Alta	19	290	Azusa
36	90	Alta Loma	36	295	Baker
19	95	Altadena	15	300	Bakersfield
5	100	Altaville	30	302	Balboa
25	105	Alturas	30	303	Balboa Island
43	110	Alviso	19	305	Baldwin Park
3	115	Amador City	24	310	Ballico
36	120	Amboy	4	315	Bangor
30	125	Anaheim	33	320	Banning
30	126	Anaheim Hills	39	325	Banta
45	130	Anderson	13	330	Bard
5	135	Angels Camp	36	335	Barstow
36	140	Angelus Oaks	47	340	Bartle
28	145	Angwin	20	345	Bass Lake
49	150	Annapolis	33	348	Bautista
7	155	Antioch	31	350	Baxter
33	160	Anza	12	355	Bayside
36	165	Apple Valley	33	360	Beaumont
31	170	Applegate	19	368	Bel Air
44	175	Aptos	32	365	Beckwourth
6	180	Arbuckle	98	363	Beaverton (OR)
19	185	Arcadia	32	370	Belden
12	190	Arcata	19	375	Bell
19	380	Bell Gardens	37	600	Boulevard

County Code	City Code	City Name
45	385	Bella Vista
19	390	Bellflower
41	395	Belmont
21	400	Belvedere
44	405	Ben Lomand
48	410	Benicia
26	415	Benton
1	420	Berkeley
33	423	Bermuda Dunes
4	425	Berry Creek
7	430	Bethel Island
42	435	Betteravia
19	440	Beverly Hills
18	445	Bieber
53	450	Big Bar
44	455	Big Basin
36	460	Big Bear City
36	465	Big Bear Lake
45	470	Big Bend
10	475	Big Creek
55	480	Big Oak Flat
14	485	Big Pine
27	490	Big Sur
4	495	Biggs
10	500	Biola
48	505	Birds Landing
14	510	Bishop
35	512	Bitterwater
32	515	Blairsden
12	520	Blocksburg
36	525	Bloomington
36	530	Blue Jay
12	535	Blue Lake
33	540	Blythe
49	545	Bodega
49	550	Bodega Bay
15	555	Bodfish
26	560	Bodie
21	565	Bolinas
37	570	Bonita
37	575	Bonsall
23	580	Boonville
15	585	Boron
37	590	Borrego Springs
44	595	Boulder Creek
40	820	Cambria

County Code	City Code	City Name
31	605	Bowman
49	610	Boyes Hot Springs
19	615	Bradbury
27	620	Bradley
23	625	Branscomb
13	630	Brawley
30	635	Brea
19	639	Brentwood (via Los
7	640	Brentwood (via
26	645	Bridgeport
12	650	Bridgeville
41	655	Brisbane
57	660	Broderick
44	665	Brookdale
57	670	Brooks
58	675	Browns Valley
58	680	Brownsville
36	685	Bryn Mawr
57	690	Bryte
42	695	Buellton
30	700	Buena Park
19	705	Burbank
41	710	Burlingame
45	715	Burney
53	720	Burnt Ranch
10	725	Burrel
5	730	Burson
11	735	Butte City
4	737	Butte Meadows
15	740	Buttonwillow
7	745	Byron
33	750	Cabazon
36	755	Cadiz
36	760	Cajon
19	765	Calabasas
13	770	Calexico
15	775	Caliente
15	780	California City
54	785	California Hot Springs
33	790	Calimesa
13	795	Calipatria
28	800	Calistoga
47	805	Callahan
23	810	Calpella
56	815	Camarillo
36	1025	Cedarpines Park

County Code	City Code	City Name
9	822	Cameron Park
9	825	Camino
5	830	Camp Connell
49	835	Camp Meeker
43	840	Campbell
37	845	Campo
58	850	Camptonville
25	855	Canby
19	860	Canoga Park
15	865	Cantil
10	870	Cantua Creek
7	875	Canyon
19	876	Canyon Country
33	878	Canyon Lake
32	880	Canyondam
57	885	Capay
30	883	Capistrano Beach
44	890	Capitola
37	895	Cardiff
12	900	Carlotta
37	905	Carlsbad
27	910	Carmel
27	915	Carmel Valley
34	920	Carmichael
31	925	Carnelian Bay
42	930	Carpinteria
19	935	Carson
14	940	Cartago
10	945	Caruthers
56	950	Casitas Springs
42	955	Casmalia
23	960	Caspar
45	965	Cassel
19	970	Castaic
45	975	Castella
1	980	Castro Valley
27	985	Castroville
33	990	Cathedral City
22	992	Cathey's Valley
40	995	Cayucos
49	1000	Cazadero
47	1005	Cecilville
36	1010	Cedar Glen
29	1015	Cedar Ridge
20	1020	Cedar Springs
41	1225	Colma

County Code	City Code	City Name
25	1030	Cedarville
25	1033	Centerville
10	1034	Centerville
45	1035	Central Valley
19	1037	Century City
50	1040	Ceres
19	1045	Cerritos
58	1050	Challenge
19	1055	Chatsworth
32	1060	Chester
29	1065	Chicago Park
4	1070	Chico
32	1075	Chilcoot
55	1080	Chinese Camp
36	1085	Chino
36	1087	Chino Hills
40	1090	Cholame
20	1095	Chowchilla
27	1100	Chualar
37	1105	Chula Vista
36	1110	Cima
31	1115	Cisco
34	1120	Citrus Heights
19	1125	City of Industry
19	1130	Claremont
57	1135	Clarksburg
7	1140	Clayton
47	1145	Clear Creek
17	1148	Clearlake
17	1150	Clearlake Highlands
17	1155	Clearlake Oaks
17	1160	Clearlake Park
39	1165	Clements
23	1167	Cleone
32	1170	Clio
4	1175	Clipper Mills
49	1180	Cloverdale
10	1185	Clovis
33	1190	Coachella
10	1195	Coalinga
20	1200	Coarsegold
17	1205	Cobb
26	1210	Coleville
31	1215	Colfax
6	1220	College City
36	1445	Daggett

County Code	City Code	City Name
9	1230	Coloma
98	1233	Colorado Springs (CO)
36	1235	Colton
55	1240	Columbia
6	1245	Colusa
19	1250	Commerce
23	1255	Comptche
19	1260	Compton
7	1265	Concord
9	1270	Cool
5	1275	Copperopolis
16	1280	Corcoran
48	1282	Cordelia
52	1285	Corning
33	1290	Corona
30	1295	Corona Del Mar
37	1300	Coronado
44	1305	Corralitos
21	1310	Corte Madera
30	1315	Costa Mesa
49	1320	Cotati
45	1325	Cottonwood
22	1330	Coulterville
34	1335	Courtland
23	1340	Covelo
19	1345	Covina
43	1350	Coyote
12	1355	Crannell
8	1360	Crescent City
32	1365	Crescent Mills
24	1370	Cressey
36	1375	Crest Park
36	1380	Crestline
40	1385	Creston
26	1390	Crestview
7	1395	Crockett
50	1400	Crows Landing
36	1405	Cucamonga
19	1410	Cudahy
19	1415	Culver City
43	1420	Cupertino
54	1425	Cutler
12	1430	Cutten
42	1435	Cuyama
30	1440	Cypress
33	1650	Eagle Mountain

County Code	City Code	City Name
41	1450	Daly City
30	1455	Dana Point
7	1460	Danville
14	1465	Darwin
44	1470	Davenport
48	1474	Davis
57	1475	Davis
25	1480	Davis Creek
14	1485	Death Valley
37	1490	Del Mar
10	1495	Del Rey
27	1500	Del Rey Oaks
15	1505	Delano
24	1510	Delhi
50	1515	Denair
37	1520	Descanso
33	1525	Desert Center
33	1530	Desert Hot Springs
36	1532	Devore
15	1535	Di Giorgio
7	1540	Diablo
19	1544	Diamond Bar
9	1545	Diamond Springs
21	1550	Dillon Beach
54	1555	Dinuba
7	1557	Discovery Bay
48	1560	Dixon
58	1565	Dobbins
47	1570	Dorris
24	1575	Dos Palos
53	1580	Douglas City
30	1583	Dove Canyon
19	1585	Downey
46	1590	Downieville
18	1595	Doyle
19	1600	Duarte
1	1605	Dublin
54	1610	Ducor
37	1615	Dulzura
49	1620	Duncans Mills
10	1625	Dunlap
57	1630	Dunnigan
47	1635	Dunsmuir
4	1640	Durham
31	1645	Dutch Flat
47	1855	Etna

County Code	City Code	City Name
19	1655	Eagle Rock
25	1660	Eagleville
54	1665	Earlimart
36	1670	Earp
36	1675	East Highlands
30	1677	East Irvine
19	1680	East Los Angeles
51	1685	East Nicholas
41	1690	East Palo Alto
33	1693	Edgemont
15	1695	Edison
15	1700	Edwards
37	1705	El Cajon
13	1710	El Centro
7	1715	El Cerrito
9	1720	El Dorado
9	1722	El Dorado Hills
41	1725	El Granada
57	1729	El Macero
19	1730	El Monte
24	1735	El Nido
22	1740	El Portal
19	1745	El Segundo
19	1750	El Sereno
7	1753	El Sobrante
30	1755	El Toro
49	1760	El Verano
49	1765	Eldridge
23	1770	Elk
11	1775	Elk Creek
34	1780	Elk Grove
48	1785	Elmira
33	1790	Elsinore
34	1795	Elverta
1	1800	Emeryville
31	1805	Emigrant Gap
50	1810	Empire
37	1815	Encinitas
19	1820	Encino
45	1825	Enterprise
39	1830	Escalon
37	1835	Escondido
57	1840	Esparto
36	1845	Essex
36	1850	Etiwanda
12	2065	Fortuna

County Code	City Code	City Name
12	1860	Eureka
54	1865	Exeter
34	1870	Fair Oaks
21	1875	Fairfax
48	1880	Fairfield
45	1885	Fall River Mills
37	1890	Fallbrook
9	1895	Fallen Leaf
54	1900	Farmersville
39	1905	Farmington
36	1910	Fawnskin
4	1915	Feather Falls
15	1920	Fellows
44	1925	Felton
36	1930	Fenner
12	1933	Fernbridge
12	1935	Ferndale
3	1940	Fiddletown
12	1943	Fieldbrook
12	1945	Fields Landing
56	1950	Fillmore
17	1955	Finley
19	1957	Flintridge
10	1960	Firebaugh
22	1965	Fish Camp
10	1970	Five Points
19	1975	Florence
29	1980	Floriston
34	1985	Folsom
36	1990	Fontana
4	1995	Forbestown
36	2000	Forest Falls
53	2005	Forest Glen
21	2010	Forest Knolls
4	2015	Forest Ranch
31	2020	Foresthill
49	2025	Forestville
47	2030	Forks of Salmon
25	2035	Fort Bidwell
23	2040	Fort Bragg
8	2045	Fort Dick
36	2050	Fort Irwin
47	2055	Fort Jones
27	2057	Fort Ord
12	2060	Fort Seward
31	2277	Granite Bay

County Code	City Code	City Name
41	2070	Foster City
30	2075	Fountain Valley
10	2080	Fowler
15	2085	Frazier Park
44	2090	Freedom
1	2095	Fremont
39	2100	French Camp
45	2105	French Gulch
10	2110	Fresno
10	2115	Friant
5	2120	Fricot City
36	2125	Frontera
30	2130	Fullerton
49	2135	Fulton
34	2140	Galt
12	2145	Garberville
30	2150	Garden Grove
9	2155	Garden Valley
19	2160	Gardena
8	2165	Gasquet
42	2170	Gaviota
47	2175	Gazelle
9	2180	Georgetown
52	2185	Gerber
49	2190	Geyserville
33	2195	Gilman Hot Springs
43	2200	Gilroy
33	2202	Glen Avon
49	2205	Glenn Ellen
5	2210	Glencoe
19	2215	Glendale
19	2220	Glendora
17	2225	Glenhaven
11	2230	Glenn
15	2235	Glennville
34	2238	Gold River
31	2240	Gold Run
42	2245	Goleta
27	2250	Gonzales
46	2255	Goodyears Bar
19	2260	Gorman
54	2265	Goshen
33	2267	Graeagle
19	2270	Granada Hills
36	2275	Grand Terrace
19	2500	Hermosa Beach

County Code	City Code	City Name
47	2280	Grass Lake
29	2285	Grass Valley
49	2290	Graton
36	2295	Green Valley Lake
21	2298	Greenbrae
27	2300	Greenfield
47	2305	Greenview
32	2310	Greenville
9	2315	Greenwood
47	2320	Grenada
4	2325	Gridley
6	2330	Grimes
9	2335	Grizzly Flats
55	2340	Groveland
40	2345	Grover Beach (nee
42	2350	Guadalupe
23	2355	Gualala
36	2360	Guasti
37	2365	Guatay
49	2370	Guerneville
57	2375	Guinda
24	2380	Gustine
19	2385	Hacienda Heights
41	2390	Half Moon Bay
32	2395	Hallelujah Junction
11	2400	Hamilton City
16	2405	Hanford
47	2410	Happy Camp
19	2415	Harbor City
40	2420	Harmony
12	2425	Harris
45	2430	Hat Creek
5	2435	Hathaway Pines
19	2440	Hawaiian Gardens
19	2445	Hawthorne
53	2450	Hayfork
1	2455	Hayward
49	2460	Healdsburg
13	2465	Heber
36	2470	Helendale
10	2475	Helm
33	2480	Hemet
34	2485	Herald
7	2490	Hercules
18	2495	Herlong
19	2720	Inglewood

County Code	City Code	City Name
36	2505	Hesperia
50	2510	Hickman
19	2515	Hidden Hills
29	2520	Higgins Corners
36	2525	Highland
19	2530	Highland Park
41	2535	Hillsborough
24	2540	Hilmar
47	2545	Hilts
36	2550	Hinkley
35	2555	Hollister
19	2560	Hollydale
19	2565	Hollywood
39	2570	Holt
13	2575	Holtville
43	2580	Holy City
33	2585	Homeland
31	2590	Homewood
12	2595	Honeydew
99	2597	Hong Kong (Country
34	2600	Hood
12	2605	Hoopa
23	2610	Hopland
47	2615	Hornbrook
22	2620	Hornitos
47	2625	Horse Creek
50	2630	Hughson
30	2635	Huntington Beach
10	2640	Huntington Lake
19	2645	Huntington Park
10	2650	Huron
53	2655	Hyampom
12	2660	Hydesville
8	2665	Idlewild
35	2670	Idria
33	2675	Idyllwild
21	2678	Ignacio
45	2680	Igo
28	2685	Imola
13	2690	Imperial
37	2695	Imperial Beach
14	2700	Independence
33	2705	Indian Wells
33	2710	Indio
19	2715	Industry
19	2945	La Canada

County Code	City Code	City Name
21	2725	Inverness
15	2730	Inyokern
3	2735	Ione
30	2740	Irvine
19	2745	Irwindale
34	2750	Isleton
54	2755	Ivanhoe
3	2760	Jackson
37	2765	Jacumba
55	2770	Jamestown
37	2775	Jamul
18	2780	Janesville
49	2785	Jenner
15	2790	Johannesburg
54	2795	Johnsontdale
32	2800	Johnsville
27	2805	Jolon
36	2810	Joshua Tree
37	2815	Julian
53	2820	Junction City
26	2825	June Lake
54	2830	Kaweah
14	2835	Keeler
15	2840	Keene
9	2845	Kelsey
17	2850	Kelseyville
36	2855	Kelso
7	2857	Kensington
21	2860	Kentfield
49	2865	Kenwood
10	2870	Kerman
15	2875	Kern City
15	2880	Kernville
16	2885	Kettleman City
50	2890	Keyes
27	2895	King City
31	2900	Kings Beach
10	2905	Kingsburg
8	2910	Klamath
47	2915	Klamath River
12	2920	Kneeland
57	2925	Knights Landing
7	2930	Knightsen
12	2935	Korbel
9	2940	Kyburz
54	3150	Lemoncove

County Code	City Code	City Name
19	2947	La Canada Flintridge
19	2950	La Crescenta
50	2955	La Grange
30	2960	La Habra
19	2965	La Habra Heights
41	2970	La Honda
37	2975	La Jolla
37	2980	La Mesa
19	2985	La Mirada
30	2990	La Palma
19	2995	La Puente
33	3000	La Quinta
44	3005	La Selva Beach
19	3010	La Verne
7	3015	Lafayette
30	3020	Laguna Beach
30	3025	Laguna Hills
30	3030	Laguna Niguel
30	3033	Laguna Woods
21	3035	Lagunitas
36	3040	Lake Arrowhead
25	3045	Lake City
19	3047	Lake Elizabeth
33	3048	Lake Elsinore
30	3049	Lake Forest (via El
19	3050	Lake Hughes
15	3055	Lake Isabella
45	3060	Lakehead
17	3065	Lakeport
10	3070	Lakeshore
37	3075	Lakeside
33	3080	Lakeview
19	3085	Lakewood
15	3090	Lamont
19	3095	Lancaster
21	3100	Larkspur
39	3105	Lathrop
10	3110	Laton
19	3115	Lawndale
23	3120	Laytonville
24	3130	Le Grand
15	3125	Lebec
26	3135	Lee Vinning
23	3140	Leggett
37	3145	Lemon Grove
46	3375	Loyalton

County Code	City Code	City Name
16	3155	Lemoore
19	3157	Lennox
37	3160	Leucadia
53	3165	Lewiston
48	3170	Liberty Farms
25	3175	Likely
31	3180	Lincoln
39	3185	Linden
54	3190	Lindsay
18	3195	Litchfield
14	3200	Little Lake
9	3205	Little Norway
23	3210	Littleriver
19	3215	Littlerock
51	3220	Live Oak
1	3225	Livermore
24	3230	Livingston
19	3235	Llano
39	3240	Lockeford
27	3245	Lockwood
39	3250	Lodi
12	3255	Loleta
36	3260	Loma Linda
41	3265	Loma Mar
19	3270	Lomita
42	3275	Lompoc
14	3280	Lone Pine
55	3285	Long Barn
19	3290	Long Beach
25	3295	Lookout
31	3300	Loomis
30	3305	Los Alamitos
42	3310	Los Alamos
43	3315	Los Altos
43	3320	Los Altos Hills
19	3325	Los Angeles
24	3330	Los Banos
43	3335	Los Gatos
52	3340	Los Molinos
42	3345	Los Olivos
40	3350	Los Osos
40	3355	Los Padres
15	3360	Lost Hills
9	3365	Lotus
17	3370	Lower Lake
24	3585	Merced

County Code	City Code	City Name
17	3380	Lucerne
36	3385	Lucerne Valley
27	3390	Lucia
36	3395	Ludlow
19	3400	Lynwood
36	3405	Lytle Creek
47	3410	Macdoel
53	3415	Mad River
18	3420	Madeline
20	3425	Madera
57	3430	Madison
4	3435	Magalia
19	3440	Malibu
26	3445	Mammoth Lakes
23	3450	Manchester
19	3455	Manhattan Beach
39	3460	Manteca
52	3465	Manton
48	3468	Mare Island
15	3470	Maricopa
27	3475	Marina
19	3476	Marina Del Rey
22	3480	Mariposa
2	3485	Markleeville
21	3490	Marshall
3	3495	Martell
7	3500	Martinez
58	3505	Marysville
34	3507	Mather (nee Mather
6	3510	Maxwell
19	3515	Maywood
45	3520	McArthur
34	3523	McClellan
47	3525	McCloud
15	3530	McFarland
12	3535	McKinleyville
15	3540	McKittrick
32	3545	Meadow Valley
31	3550	Meadow Vista
33	3555	Mecca
9	3560	Meeks Bay
23	3565	Mendocino
10	3570	Mendota
41	3575	Menlo Park
36	3580	Mentone
43	3807	Mount Hamilton

County Code	City Code	City Name
51	3590	Meridian
9	3595	Meyers
55	3600	Mi Wuk Village
17	3605	Middletown
22	3610	Midpines
30	3615	Midway City
18	3620	Milford
52	3625	Mill Creek
21	3630	Mill Valley
41	3635	Millbrae
45	3640	Millville
43	3645	Milpitas
52	3650	Mineral
33	3655	Mira Loma
10	3660	Miramonte
12	3665	Miranda
19	3670	Mission Hills
30	3673	Mission Viejo
55	3675	Mocasin
50	3680	Modesto
15	3685	Mojave
5	3690	Mokelumne Hill
15	3695	Monolith
19	3700	Monrovia
47	3705	Montague
41	3710	Montara
36	3715	Montclair
49	3720	Monte Rio
43	3725	Monte Sereno
19	3730	Montebello
27	3735	Monterey
19	3740	Monterey Park
45	3745	Montgomery Creek
19	3750	Montrose
56	3755	Moorpark
7	3760	Moraga
33	3765	Moreno Valley
43	3770	Morgan Hill
36	3775	Morongo Valley
40	3780	Morro Bay
41	3785	Moss Beach
27	3790	Moss Landing
9	3795	Mount Aukum
36	3800	Mount Baldy
1	3805	Mount Eden
21	4030	Novato

County Code	City Code	City Name
47	3810	Mount Hebron
44	3815	Mount Hermon
37	3820	Mount Laguna
47	3825	Mount Shasta
33	3830	Mountain Center
15	3835	Mountain Mesa
36	3837	Mountain Pass
5	3840	Mountain Ranch
43	3845	Mountain View
5	3850	Murphys
33	3855	Murrieta
36	3860	Muscoy
12	3865	Myers Flat
28	3870	Napa
37	3875	National City
23	3880	Navarro
36	3885	Needles
4	3890	Nelson
37	3895	Nestor
29	3900	Nevada City
43	3905	New Almaden
42	3910	New Cuyama
1	3915	Newark
36	3920	Newberry
56	3925	Newbury Park
31	3930	Newcastle
19	3935	Newhall
50	3940	Newman
30	3945	Newport Beach
21	3950	Nicasio
17	3955	Nice
51	3960	Nicolaus
13	3965	Niland
40	3970	Nipomo
36	3975	Nipton
33	3980	Norco
29	3985	Norden
29	3990	North Bloomfield
20	3995	North Fork
34	4000	North Highlands
19	4005	North Hollywood
33	4010	North Palm Springs
29	4015	North San Juan
19	4020	Northridge
19	4025	Norwalk
35	4245	Paicines

County Code	City Code	City Name
18	4035	Nubieber
33	4040	Nuevo
20	4045	O'Neals
45	4050	Oak Run
56	4055	Oak View
50	4060	Oakdale
20	4065	Oakhurst
1	4070	Oakland
7	4075	Oakley
28	4080	Oakville
49	4085	Occidental
40	4090	Oceano
37	4095	Oceanside
13	4100	Ocotillo
15	4105	Oildale
56	4110	Ojai
14	4115	Olancha
45	4120	Old Station
21	4125	Olema
58	4130	Olivehurst
31	4132	Olympic Valley
9	4135	Omo Ranch
45	6655	Ono
36	4140	Ontario
15	4145	Onyx
30	4150	Orange
10	4155	Orange Cove
34	4160	Orangevale
42	4165	Orcutt
58	4170	Oregon House
12	4175	Orick
7	4180	Orinda
11	4185	Orland
12	4190	Orleans
36	4195	Oro Grande
54	4200	Orosi
4	4205	Oroville
37	4208	Otay
56	4210	Oxnard
37	4215	Pacific Beach
27	4220	Pacific Grove
9	4225	Pacific House
19	4230	Pacific Palisades
41	4235	Pacifica
19	4240	Pacoima
3	4455	Pine Grove

County Code	City Code	City Name
37	4250	Pala
4	4255	Palermo
33	4260	Palm Desert
33	4265	Palm Springs
19	4270	Palmdale
19	4272	Palms
43	4275	Palo Alto
45	4280	Palo Cedro
13	4285	Palo Verde
37	4290	Palomar Mountain
19	4295	Palos Vedes Estates
19	4300	Palos Vedes Peninsula
14	4305	Panamint Springs
19	4310	Panorama City
4	4315	Paradise
33	4320	Paradise Valley
19	4325	Paramount
98	4329	Parker (AZ)
36	4330	Parker Dam
10	4335	Parlier
19	4340	Pasadena
52	4345	Paskenta
40	4350	Paso Robles
50	4355	Patterson
36	4360	Patton
37	4365	Pauma Valley
52	4370	Paynes Creek
19	4375	Pearblossom
27	4380	Pebble Beach
29	4383	Penn Valley
49	4385	Penngrove
31	4390	Penryn
33	4395	Perris
41	4400	Pescadero
49	4405	Petaluma
12	4410	Petrolia
36	4415	Phelan
12	4420	Phillipsville
23	4425	Philo
19	4430	Pico Rivera
1	4435	Piedmont
10	4440	Piedra
23	4445	Piercy
9	4450	Pilot Hill
33	4452	Pine Cove
4	4665	Pulga

County Code	City Code	City Name
37	4460	Pine Valley
55	4465	Pinecrest
10	4470	Pinedale
10	4475	Pinehurst
7	4480	Pinole
36	4485	Pinon Hills
3	4490	Pioneer
36	4495	Pioneertown
56	4500	Piru
40	4505	Pismo Beach
7	4510	Pittsburg
54	4515	Pixley
30	4520	Placentia
9	4525	Placerville
24	4530	Planada
45	4535	Platina
19	4540	Playa Del Rey
51	4545	Pleasant Grove
7	4550	Pleasant Hill
58	4553	Pleasant Valley
1	4555	Pleasanton
3	4560	Plymouth
23	4565	Point Arena
21	4570	Point Reyes Station
7	4572	Point Richmond
9	4575	Pollock Pines
19	4580	Pomona
47	4585	Pondosa
28	4590	Pope Valley
7	4595	Port Coasta
56	4600	Port Hueneme
54	4605	Porterville
32	4610	Portola
41	4615	Portola Valley
54	4620	Posey
37	4625	Portrero
19	4627	Portuguese Bend
23	4630	Potter Valley
37	4635	Poway
10	4640	Prather
27	4645	Priest Valley
6	4650	Princeton
52	4655	Proberta
45	4660	Project City
27	4663	Prunedale
33	4870	Ripley

County Code	City Code	City Name
15	4667	Pumpkin Center
32	4670	Quincy
58	4675	Rackerby
5	4680	Rail Road Flat
10	4685	Raisin
37	4690	Ramona
37	4695	Ranchita
33	4700	Rancho California
34	4705	Rancho Cordova
36	4710	Rancho Cucamonga
19	4712	Rancho Dominguez
33	4715	Rancho Mirage
34	4717	Rancho Murrieta
19	4720	Rancho Palos Verdes
37	4725	Rancho Santa Fe
15	4730	Randsburg
18	4735	Ravendale
20	4740	Raymond
52	4745	Red Bluff
45	4750	Redding
36	4755	Redlands
19	4760	Redondo Beach
12	4765	Redway
41	4770	Redwood City
43	4775	Redwood Estates
23	4780	Redwood Valley
10	4785	Reedley
34	4790	Represa
8	4795	Requa
9	4800	Rescue
19	4805	Reseda
98	4807	Reston (VA)
7	4810	Rheem Valley
36	4815	Rialto
12	4820	Richardson Grove
54	4825	Richgrove
7	4830	Richmond
4	4835	Richvale
15	4840	Ridgecrest
36	4845	Rimforest
37	4847	Rincon
12	4850	Rio Dell
34	4855	Rio Linda
51	4860	Rio Oso
48	4865	Rio Vista
21	5095	San Geronimo

County Code	City Code	City Name
39	4875	Ripon
3	4880	River Pines
50	4885	Riverbank
10	4890	Riverdale
33	4895	Riverside
9	4900	Riverton
51	4905	Robbins
31	4910	Rocklin
23	4915	Rockport
7	4920	Rodeo
49	4925	Rohnert Park
12	4930	Rohnerville
19	4935	Rolling Hills
19	4940	Rolling Hills Estates
15	4945	Rosamond
19	4950	Rosemead
31	4955	Roseville
21	4960	Ross
29	4965	Rough and Ready
45	4970	Round Mountain
19	4973	Rowland Heights
33	4975	Rubidoux
57	4980	Rumsey
36	4985	Running Springs
28	4990	Rutherford
34	4995	Ryde
34	5000	Sacramento
28	5005	Saint Helena
50	5010	Salida
27	5015	Salinas
53	5020	Salyer
12	5025	Samoa
5	5030	San Andreas
21	5035	San Anselmo
27	5040	San Ardo
36	5045	San Bernardino
41	5050	San Bruno
56	5055	San Buena Ventura
41	5060	San Carlos
30	5065	San Clemente
37	5070	San Diego
19	5075	San Dimas
19	5080	San Fernando
38	5085	San Francisco
19	5090	San Gabriel
43	5305	Saratoga

County Code	City Code	City Name
41	5100	San Gregorio
33	5105	San Jacinto
10	5110	San Joaquin
43	5115	San Jose
35	5120	San Juan Bautista
30	5125	San Juan Capistrano
1	5130	San Leandro
1	5135	San Lorenzo
27	5140	San Lucas
40	5145	San Luis Obispo
37	5150	San Luis Rey
37	5155	San Marcos
19	5160	San Marino
43	5165	San Martin
41	5170	San Mateo
40	5175	San Miguel
7	5180	San Pablo
19	5185	San Pedro
21	5190	San Quentin
21	5195	San Rafael
7	5200	San Ramon
40	5205	San Simeon
37	5210	San Ysidro
27	5215	Sand City
10	5220	Sanger
30	5225	Santa Ana
30	5227	Santa Ana Heights
42	5230	Santa Barbara
19	5235	Santa Catalina
43	5240	Santa Clara
19	5242	Santa Clarita
44	5245	Santa Cruz
19	5250	Santa Fe Springs
40	5255	Santa Margarita
42	5260	Santa Maria
19	5265	Santa Monica
24	5267	Santa Nella
56	5270	Santa Paula
1	5273	Santa Rita
24	5275	Santa Rita Park
49	5280	Santa Rosa
56	5285	Santa Susana
42	5290	Santa Ynez
37	5295	Santa Ysabel
37	5300	Santee
42	5510	Solvang

County Code	City Code	City Name
56	5307	Saticoy
46	5310	Sattley
19	5315	Saugus
21	5320	Sausalito
12	5325	Scotia
47	5330	Scott Bar
44	5335	Scotts Valley
49	6654	Sea Ranch
30	5340	Seal Beach
27	5345	Seaside
49	5350	Sebastopol
13	5355	Seeley
47	5360	Seiad Valley
17	5365	Seigler Springs
10	5370	Selma
19	5375	Sepulveda
15	5380	Shafter
40	5385	Shandon
45	5390	Shasta
45	5392	Shasta Lake
10	5395	Shaver Lake
40	5398	Shell Beach
31	5400	Sheridan
34	5403	Sherman Island
19	5405	Sherman Oaks
9	5410	Shingle Springs
45	5415	Shingletown
14	5420	Shoshone
46	5425	Sierra City
19	5430	Sierra Madre
46	5435	Sierraville
19	5440	Signal Hill
30	5445	Silverado
56	5450	Simi Valley
40	5455	Simmler
36	5460	Skyforest
32	5465	Sloat
34	5470	Sloughouse
58	5475	Smartville
8	5480	Smith River
9	5485	Smithflat
24	5490	Snelling
29	5495	Soda Springs
37	5500	Solana Beach
27	5505	Soleded
1	5730	Sunol

County Code	City Code	City Name
9	5515	Somerset
47	5520	Somesbar
56	5525	Somis
49	5530	Sonoma
55	5535	Sonora
44	5540	Soquel
55	5545	Soulsbyville
30	5548	South Coast Metro
24	5550	South Dos Palos
19	5555	South El Monte
19	5560	South Gate
30	5563	South Laugna
9	5565	South Lake Tahoe
19	5570	South Pasadena
41	5575	South San Francisco
27	5580	Spreckles
32	5585	Spring Garden
37	5590	Spring Valley
54	5595	Springville
10	5600	Squaw Valley
55	5605	Standard
18	5610	Standish
43	5615	Stanford
30	5620	Stanton
24	5625	Stevinson
49	5630	Stewarts Point
21	5635	Stinson Beach
4	5640	Stirling City
39	5645	Stockton
6	5650	Stonyford
16	5655	Stratford
54	5660	Strathmore
58	5665	Strawberry Valley
19	5670	Studio City
48	5675	Suisun City
54	5680	Sultana
42	5685	Summerland
36	5690	Summit
45	5695	Summit City
33	5700	Sun City
19	5705	Sun Valley
19	5710	Sunland
33	5715	Sunnymead
37	5720	Sunnyside
43	5725	Sunnyvale
36	5955	Trona

County Code	City Code	City Name
30	5735	Sunset Beach
30	5740	Surfside
18	5745	Susanville
51	5750	Sutter
3	5755	Sutter Creek
19	5760	Sylmar
15	5765	Taft
31	5770	Tahoe City
9	5775	Tahoe Paradise
31	5780	Tahoe Vista
31	5785	Tahoma
23	5790	Talmage
19	5795	Tarzana
32	5800	Taylorville
37	5805	Tecate
14	5810	Tecopa
15	5815	Tehachapi
52	5820	Tehama
33	5825	Temecula
19	5830	Temple City
40	5835	Templeton
19	5840	Terminal Island
18	5845	Terro
54	5850	Terra Bella
33	5855	Thermal
39	5860	Thornton
56	5865	Thousand Oaks
33	5870	Thousand Palms
54	5875	Three Rivers
21	5880	Tiburon
54	5885	Tipton
10	5890	Tollhouse
19	5893	Toluca Lake
21	5895	Tamales
19	5900	Topanga
26	5905	Topaz
19	5910	Torrance
30	5915	Trabuco Canyon
39	5920	Tracy
10	5925	Tranquillity
54	5930	Traver
38	5935	Treasure Island
35	5940	Tres Pinos
12	5945	Trinidad
53	5950	Trinity Center
3	6185	Volcano

County Code	City Code	City Name
51	5960	Trowbridge
29	5965	Truckee
19	5970	Tujunga
54	5975	Tulare
47	5980	Tulelake
55	5985	Tuolumne
15	5990	Tupman
50	5995	Turlock
30	6000	Tustin
32	6005	Twain
55	6010	Twain Harte
36	6015	Twentynine Palms
9	6020	Twin Bridges
36	6025	Twin Peaks
23	6030	Ukiah
1	6035	Union City
36	6040	Upland
17	6045	Upper Lake
48	6050	Vacaville
19	6055	Valencia
5	6060	Vallecito
48	6065	Vallejo
37	6070	Valley Center
49	6075	Valley Ford
50	6080	Valley Home
5	6085	Valley Springs
19	6090	Valyermo
19	6095	Van Nuys
19	6100	Venice
56	6105	Ventura
19	6110	Verdugo City
39	6115	Vernalis
19	6120	Vernon
39	6125	Victor
36	6130	Victorville
36	6135	Vidal
49	6140	Villa Grande
30	6145	Villa Park
52	6150	Vina
19	6155	Vincent
49	6160	Vineburg
32	6165	Vinton
32	6170	Virgilia
54	6175	Visalia
37	6180	Vista
19	6395	Whittier

County Code	City Code	City Name
24	6190	Volta
47	6195	Walker
5	6200	Wallace
19	6205	Walnut
7	6210	Walnut Creek
34	6215	Walnut Grove
37	6220	Warner Springs
15	6225	Wasco
29	6230	Washington
50	6235	Waterford
44	6240	Watsonville
19	6245	Watts
54	6250	Waukena
22	6252	Wawona
53	6255	Weaverville
47	6260	Weed
31	6265	Weimar
12	6270	Weitchpec
15	6275	Weldon
18	6280	Wendel
12	6285	Weott
19	6290	West Covina
19	6293	West Hills
19	6295	West Hollywood
19	6300	West Los Angeles
5	6305	West Point
57	6310	West Sacramento
19	6315	Westchester
36	6320	Westend
56	6323	Westlake Village
50	6325	Westley
30	6330	Westminster
13	6335	Westmorland
23	6340	Westport
18	6345	Westwood
19	6350	Westwood Village
58	6355	Wheatland
98	6357	Wheaton (IL)
15	6360	Wheeler Ridge
45	6365	Whiskeytown
17	6370	Whispering Pines
5	6375	White Pines
33	6380	White Water
12	6385	Whitethorn
45	6390	Whitmore
98	6602	Washington (D.C.)

County Code	City Code	City Name
33	6400	Wildomar
6	6405	Williams
23	6410	Willits
19	6413	Willowbrook
12	6415	Willow Creek
25	6420	Willow Ranch
27	6425	Willow Springs
11	6430	Willows
19	6435	Wilmington
5	6440	Wilseyville
34	6445	Wilton
33	6450	Winchester
49	6455	Windsor
19	6460	Winnetka
13	6465	Winterhaven
57	6470	Winters
24	6475	Winton
20	6480	Wishon
17	6485	Witter Springs
10	6487	Wonder Valley
21	6490	Woodacre
39	6495	Woodbridge
2	6500	Woodfords
54	6505	Woodlake
57	6510	Woodland
19	6515	Woodland Hills
58	6520	Woodleaf
41	6525	Woodside
15	6530	Woody
36	6535	Wrightwood
36	6540	Yermo
54	6545	Yetterm
57	6550	Yolo
30	6555	Yorba Linda
23	6560	Yorkville
22	6563	Yosemite
28	6565	Yountville
47	6570	Yreka
51	6575	Yuba City
36	6580	Yucaipa
36	6585	Yucca Valley
57	6590	Zamora
53	6595	Zenia
98	6600	Denver (CO)
98	6601	Chicago (IL)
98	6648	Tacoma (WA)

County Code	City Code	City Name
98	6603	Grants Pass (OR)
98	6604	Las Vegas (NV)
98	6605	Zephyr Cove (NV)
98	6606	Horseshoe Bend (AR)
98	6607	Boulder Creek (NV)
98	6608	Isabel (TX)
98	6609	New York (NY)
98	6610	Vancouver (WA)
98	6611	Sparks (NV)
98	6612	Waimanalo (HI)
98	6613	Reno (NV)
98	6614	Dallas (TX)
98	6615	Port Isabel (TX)
99	6616	Heidelberg
98	6617	Decatur (GA)
98	6618	Houston (TX)
98	6619	Boston (MA)
99	6620	Reading (Berkshire)
99	6621	London (England)
98	6622	Lake Osweno (OR)
99	6623	Mexico City (MEX)
98	6624	Yerrington (NV)
98	6625	Honolulu (HI)
98	6626	Albuquerque (NM)
98	6627	Brooklyn (NY)
98	6628	Garden City (NY)
98	6629	Manhasset (NY)
98	6630	Yuma (AZ)
98	6631	Carbondale (CO)
98	6632	Atlanta (GA)
98	6633	Bellevue (OR)
98	6634	San Antonio (TX)
98	6635	Midvale (UT)
98	6636	Norcross (GA)
98	6637	Morristown (NJ)
98	6638	Phoenix (AZ)
98	6639	Portland (OR)
98	6640	Tucson (AZ)
98	6641	Genoa (NV)
99	6642	Aiz-En-Provence
98	6643	North Bend (OR)
98	6644	Bend (OR)
98	6645	Plano (TX)
98	6646	Salt Lake City (UT)
98	6647	Ridgeland (MS)
98	6696	Olathe (CO)

County Code	City Code	City Name
98	6649	Providence (RI)
98	6650	Seattle (WA)
98	6651	Louisville (KY)
98	6652	Mineola (NY)
98	6653	Hartford (CT)
98	6656	Laughlin (NV)
98	6657	Cedar Rapids (IA)
98	6658	Des Moines (IA)
98	6659	Boulder City (NV)
98	6660	Kirkland (WA)
98	6661	Tampa (FL)
98	6662	Columbus (OH)
98	6663	Stanford (CT)
98	6664	Hayden Lake (ID)
98	6665	Paradise Valley (AZ)
98	6666	Macon (GA)
98	6667	Kansas City (MO)
98	6668	Winchester (OR)
98	6669	Cincinnati (OH)
98	6670	Edison (NJ)
98	6671	Malvern (PA)
98	6672	Baltimore (MD)
98	6673	New Canaan (CT)
98	6674	Madison (WI)
98	6675	Murnay (UT)
98	6676	Schaumburg (IL)
98	6677	Pittsburgh (PA)
98	6678	Savannah (GA)
98	6679	Cleveland (OH)
98	6680	Bryan (TX)
98	6681	Dearborn (MI)
98	6682	Klamath Falls (OR)
98	6683	Bandon (OR)
98	6684	Miami (FL)
98	6685	McCall (ID)
98	6686	Sequim (WA)
98	6687	Corrales (NM)
98	6688	Armonk (NY)
98	6689	Southeastern (PA)
98	6690	Irving (TX)
98	6691	Carol Stream (IL)
98	6692	Eugene (OR)
98	6693	Wilton (CT)
98	6694	Horsham (PA)
98	6695	Mesa (ID)
98	6742	New Park (PA)

County Code	City Code	City Name
98	6697	McLean (VA)
98	6698	Sarasota (FL)
98	6699	Milwaukie (OR)
98	6700	Omaha (NE)
98	6701	Fairbanks (AK)
98	6702	Cary (NC)
98	6703	Charlotte (NC)
98	6704	Newark (NJ)
98	6705	Totowa (NJ)
98	6706	Creswell (OR)
98	6707	Buffalo (NY)
98	6708	Devon (PA)
98	6709	Sedona (AZ)
98	6710	Bethesda (MD)
98	6711	Idaho Falls (ID)
98	6712	Greenwich (CT)
98	6713	Shawnee Mission
98	6714	Nacogdoches (TX)
98	6715	Boca Raton (FL)
98	6716	Greenwood Village
98	6717	Canonsburg (PA)
98	6718	Mount Vernon (WA)
98	6719	College Park (GA)
98	6720	King of Prussia (PA)
98	6721	Lakewood (CO)
98	6722	Memphis (TN)
98	6723	Philadelphia (PA)
98	6724	Woburn (MA)
98	6725	Jacksonville (FL)
98	6726	Charlotte (NC)
98	6727	Newton (MA)
98	6728	Coppell (TX)
98	6729	Lenoir City (TN)
98	6730	Hicksville (NY)
98	6731	Mercer Island (WA)
98	6732	Stateline (NV)
98	6733	Englewood (CO)
98	6734	Mankato (KS)
98	6735	Addison (TX)
98	6736	Spring City (TN)
98	6737	Iselin (NJ)
98	6738	East Wenatchee
98	6739	Kailua – Kona (HI)
98	6740	Indianapolis (IN)
98	6741	St. Louis (MO)
98	6788	St. George (UT)

County Code	City Code	City Name
98	6743	Mahwah (NJ)
98	6744	Bedminster (NJ)
98	6745	Carson City (NV)
98	6746	Meridian (ID)
98	6747	Scottsdale (AZ)
98	6748	Port Ludlow (WA)
98	6749	Wilmington (DE)
98	6750	Crystal Bay (NV)
98	6751	Searchlight (NV)
98	6752	Terrebonne (OR)
98	6753	McAlester (OK)
99	6754	Calgary (Canada)
98	6755	Park City (UT)
98	6756	Incline Village (NV)
98	6757	Tulsa (OK)
98	6758	Shoreline (WA)
98	6759	Edmonds (WA)
98	6760	Blaine (WA)
98	6761	Austin (TX)
98	6762	Golden (CO)
98	6763	Broomfield (CO)
98	6764	Boise (ID)
98	6765	Delray Beach (FL)
99	6766	The Peak (Hong Kong)
98	6767	Henderson (NV)
98	6768	Toledo (OH)
98	6769	Arlington (VA)
98	6770	Indianapolis (IN)
98	6771	Littleton (CO)
98	6772	Newport (OR)
98	6773	Lebanon (OR)
98	6774	Bartlesville (OK)
98	6775	Gulfport (MS)
98	6776	Whitefish (MT)
98	6777	Tempe (AZ)
98	6778	Greensboro (NC)
98	6779	Nashville (TN)
98	6780	Naples (FL)
98	6781	Gardnerville (NV)
98	6782	Chatham (NJ)
98	6783	Veneta (OR)
98	6784	New Orleans (LA)
98	6785	Northbrook (IL)
98	6786	Heyburn (ID)
98	6787	Redmond (OR)

County Code	City Code	City Name
98	6789	Ripley (NY)
98	6790	Topeka (KS)
98	6791	Jackson (MS)
98	6792	Gilbert (AZ)
98	6793	Bala Cynwly (PA)
98	6794	Lewisville (TX)
98	6795	Orlando (FL)
98	6799	Ashland (WA)
98	6800	Medford (OR)
98	6801	Harbor (OR)
99	6802	San Salvador (EI)
98	6803	Warren (NJ)
98	6804	Bloomfield Hills (MI)
98	6805	Detroit (MI)
98	6806	Fort Worth (TX)
98	6807	Cottage Grove (OR)
98	6808	Yakima (WA)
98	6809	St. Paul (MN)
98	6810	Minneapolis (MN)
98	6811	Overland Park (KS)
1	6812	Unincorp – ALA Co
2	6813	Unincorp – ALP Co
3	6814	Unincorp – AMA Co
4	6815	Unincorp – BUT Co
5	6816	Unincorp – CAL Co
6	6817	Unincorp – COL Co
7	6818	Unincorp – CC Co
8	6819	Unincorp – DN Co
9	6820	Unincorp – ED Co
10	6821	Unincorp – FRE Co
11	6822	Unincorp – GLE Co
12	6823	Unincorp – HUM Co
13	6824	Unincorp – IMP Co
14	6825	Unincorp – INY Co
15	6826	Unincorp – KER Co
16	6827	Unincorp – KIN Co
17	6828	Unincorp – LAK Co
18	6829	Unincorp – LAS Co
19	6830	Unincorp – LA Co
20	6831	Unincorp – MAD Co
21	6832	Unincorp – MRN Co
22	6833	Unincorp – MPA Co
23	6834	Unincorp – MEN Co
24	6835	Unincorp – MER Co
25	6836	Unincorp – MOD Co

County Code	City Code	City Name
26	6837	Unincorp – MNO Co
27	6838	Unincorp – MON Co
28	6839	Unincorp – NAP Co
29	6840	Unincorp – NEV Co
30	6841	Unincorp – ORA Co
31	6842	Unincorp – PLA Co
32	6843	Unincorp – PLU Co
33	6844	Unincorp – RIV Co
34	6845	Unincorp – SAC Co
35	6846	Unincorp – SBT Co
36	6847	Unincorp – SBD Co
37	6848	Unincorp – SD Co
38	6849	Unincorp – SF Co
39	6850	Unincorp – SJ Co
40	6851	Unincorp – SLO Co
41	6852	Unincorp – SM Co
42	6853	Unincorp – SB Co
43	6854	Unincorp – SCL Co
44	6855	Unincorp – SCR Co
45	6856	Unincorp – SHA Co
46	6857	Unincorp – SIE Co
47	6858	Unincorp – SIS Co
48	6859	Unincorp – SOL Co
49	6860	Unincorp – SON Co
50	6861	Unincorp – STA Co
51	6862	Unincorp – SUT Co
52	6863	Unincorp – TEH Co
53	6864	Unincorp – TRI Co
54	6865	Unincorp – TUL Co
55	6866	Unincorp – TUO Co
56	6867	Unincorp – VEN Co
57	6868	Unincorp – YOL Co
58	6869	Unincorp – YUB Co
98	6870	Gaithersburg (MD)
98	6871	Oak Brooke (IL)
98	6872	Brookings (OR)
97	6873	Statewide Project
98	6874	Prescott (AZ)
98	6875	Ely (NV)
98	6876	Uniondale (NY)
98	6877	Corvallis (OR)

County Code	City Code	City Name
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Appendix U – Manner Acquired Code Table

Statewide Property Inventory (SPI) Agency Delegated Website

Code	Name	Description
1	Acquired	To purchase.
2	Constructed	To build or erect.
3	Unused	
100	Grant Deed	A written instrument transferring title to real property.
200	Corporation Grant Deed	A written instrument from a corporation transferring title to real
300	Quitclaim Deed	A form of deed containing no warranties conveying the current right, title and interest of the grantor in and to real property.
400	Exchange Agreement (Within State)	A written agreement between two or more state agencies agreeing to transfer title/or interest from one agency to another.
500	Exchange Agreement (Outside Of State)	A written agreement between two or more parties (other than State) agreeing to transfer title/or interest to/from the State. The state receives an equal interest or a valuable consideration from the outside party(ies).
600	Bequest	A written instrument by which title is conveyed though a gift, will
700	Patent (U.S.)	A conveyance of title to public land executed by the federal
800	Patent (State)	A conveyance of title to public land executed by the State Lands Commission.
900	Transfer Of Control/State Lands	A written instrument transferring title or an interest in real property from one state agency to another.
1000	Court Award	A court document granting title or interest in real property.
1100	Gift Deed	A voluntary conveyance or transfer of property without a valuable consideration.
1200	Final Order Condemnation-Fee	A judicial decision taking private property for public use. A governmental agency exercising eminent domain proceedings.
1300	Surface Management	An agreement whereby surface rights are managed for a specific
1400	Right To Use	An agreement allowing the use of the land; no right, title or interest is conveyed.
1500	Easement Deed	A written instrument conveying a limited right or interest over a specific real property.
1600	Final Order Condemnation--	A judicial decision taking specific rights over private property for
1650	Open-Space Easement	An easement granted to insure that no improvements will be erected over the land for the term of the easement.
1700	Quitclaim--Easement	A form of deed containing no warranties and conveying the right or interest of the grantor in and to real property.
1800	Director's Deed	A written instrument used an agency to convey fee title.
1900	License	A written document allowing the use of real property for a specified term.
2000	Lease	A written instrument conveying real property for a term of years and a contract for its possession during that term.
2010	Lease (short form)	
2015	Sublease	
2020	Amendment	
2025	Amendment (Amendate)	
2030	Amendment (Unilateral Amendate)	

Code	Name	Description
2035	Amendment (Extension Letter)	
2040	Lease Holdover Memo	
2050	Lease/Bond Purchase	A leasehold interest in a structure and land for a definite period fixed in advance by agreement between lessor and lessee. Lease payments being made by bonds of the State of California. Upon expiration of the term of the lease, title in and to the site and the state building shall vest in the state.
2100	Use Permit	A written document consenting or giving permission to use an area of real property.
2200	Final Order Of Condemnation-- Other	A judicial decision taking title to private property for public use. A special district exercising eminent domain proceedings.
2300	Tax Deed	A deed issued to a purchaser following a sale necessitated by the non-payment of property taxes.
2400	School Land Grant	Lands received from the U.S. Government for the purpose of the State of California setting aside properties for educational purposes commonly referred to as the "School Lands and Lieu Lands". This property is managed by the State Lands Commission.
2450	Swamp & Overflowed Land	
2500	Sovereign Land	Natural navigable waterways (including inland lakes and bodies of water) and tide, swamp, overflow and submerged (including the Pacific Ocean-3 mile state limit) lands received from the U.S. Government when California became a state. This property is managed by the State Lands Commission.
2600	Sovereign Land With Title Settlement	Sovereign lands whereby a clarification of title between the state, other governmental and private parties has occurred by exchanges, agreements, etc.
2700	Resolution	A document (usually by a county entity) placing in writing a decision to convey real property.
2750	Resolution Of Abandonment	A document (usually from a city or county entity) relinquishing all rights, title or interest pertaining to roads, streets or alleys.
2800	Trustee's Deeds	A deed given by the trustee under a deed of trust when the secured property is sold under power of sale.
2900	Memorandum Of Option	A document indicating the terms of a sale, normally between state agencies.
3000	Memorandum Of Understanding (MOU)	An agreement by all parties as to agency responsibilities in transferring, operating or maintaining real property. An MOU is normally an agreement between two or more state agencies.
3100	Water Rights Deed	A written instrument transferring water and storage rights to real property.
3400	Grant Agreement	An agreement between the State and another entity where the State grants funds to this entity for the purpose of purchasing land. The State agency then reserves certain restrictions on said property
9999	Other	

Appendix V – Parcel Characteristic Code Table
Statewide Property Inventory (SPI) Agency Delegated Website

FEE CHARACTERISTICS

Code	Description
1000	Fee Title
1001	Fee Title - Simple (total interest)
1005	Fee Title - Partial Interest only
1010	Appurtenant Easement
1015	Appurtenant Rights
1020	Minerals - All
1021	Minerals - Part
1025	Minerals - None
1030	Road Easement
1031	Electrical Easement-Underground
1032	Electrical Easement-Aboveground
1033	Gas Line Easement (Petroleum)
1034	Sewer Line Easement
1035	Public Utilities Easements - General
1036	Water Line Easement-Underground Pipeline
1037	Water Line Easement-Aboveground Culvert
1038	Telephone Line Easement-Aboveground
1039	Telephone Land-Line Esmt-Underground
1040	Water Rights
1041	Telecom Fac Easement-Underground Cable
1042	Telecom Fac Easement-Aboveground Cable
1043	Fiber Optic
1044	Open Space Easements
1045	Timber Rights
1046	Slope Easements
1047	Viewshed Easements
1048	Energy - Wind
1050	Boundary Dispute
1055	Mitigation Land
1060	Covenants, Conditions & Restrictions
1065	Operating / Concession Agreement
1070	Reversionary Rights
1080	Life Estate
1090	Clouded Title
1100	Additional Deeds in File to Clear Title
1110	Subject to Lease
1113	Subject to Permits
1115	Subject to Easements and Restrictions
1120	Bonded Debt
1125	Undivided Interests
1130	Fiber Optic Cable
1140	Encumbered by Permit / License
1200	Due Diligence
1205	Title Insurance
1220	Transfer of Jurisdiction

EASEMENT CHARACTERISTICS

Code	Description
2000	Easement Acquired by State
2001	Appurtenant Rights
2005	Road Easement
2010	Public Utilities Easements
2020	Conservation Easement
2025	Flowage Easements
2050	Joint Use Agreement
2055	Covenant Agreement
2200	Due Diligence
2205	Title Insurance
2220	Transfer of Jurisdiction
2300	Covenants, Conditions & Restrictions
2999	Other Easements

REVERSION / RIGHTS RETAINED CHARACTERISTICS

Code	Description
3000	Reversion Rights Retained
3005	Easement Retained
3006	Reserved for Easement
3007	Water Rights Retained
3008	Reserved Development Rights
3010	Minerals Retained - All
3011	Minerals Retained - Part
3020	State's Reversionary Rights
3025	State's Reversionary Rights – Easement
3030	Term Sale
3040	Grant Agreement

LEASEHOLD / PROPERTY MANAGEMENT CHARACTERISTICS

Code	Description
4000	Leasehold Interests
4001	Appurtenant Rights
4005	Real Property Lease
4010	Special Use Permit
4015	License Agreement
4020	Surface Management Rights Only
4030	Leasehold Termination Information
4040	Water Rights
4045	Water Storage
4200	Due Diligence
4205	Title Insurance