

Go to the downloads page on our website

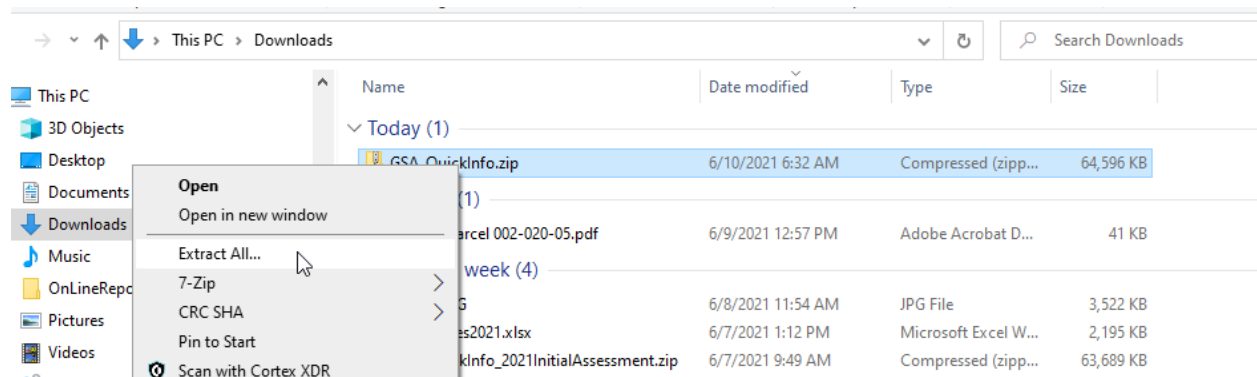
https://www.washoecounty.us/assessor/online_data/DataDownloads.php and click on the first link to download the GSA_QuickInfo file.

All parcels are reappraised each year. If you have questions or corrections about our property data you can call us at 775-328-2277 or email us at exemptions@washoecounty.us.

[Click here to download the GSA_QuickInfo file - This data is updated nightly](#)

[Click here to get the GSA_QuickInfo File Layout](#)

Once the file is downloaded, right click on the GSA_QuickInfo.zip file and choose "Extract All"



Choose a folder where you want the data and click Extract

Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

C:\Users\...Downloads\GSA_QuickInfo

Browse...

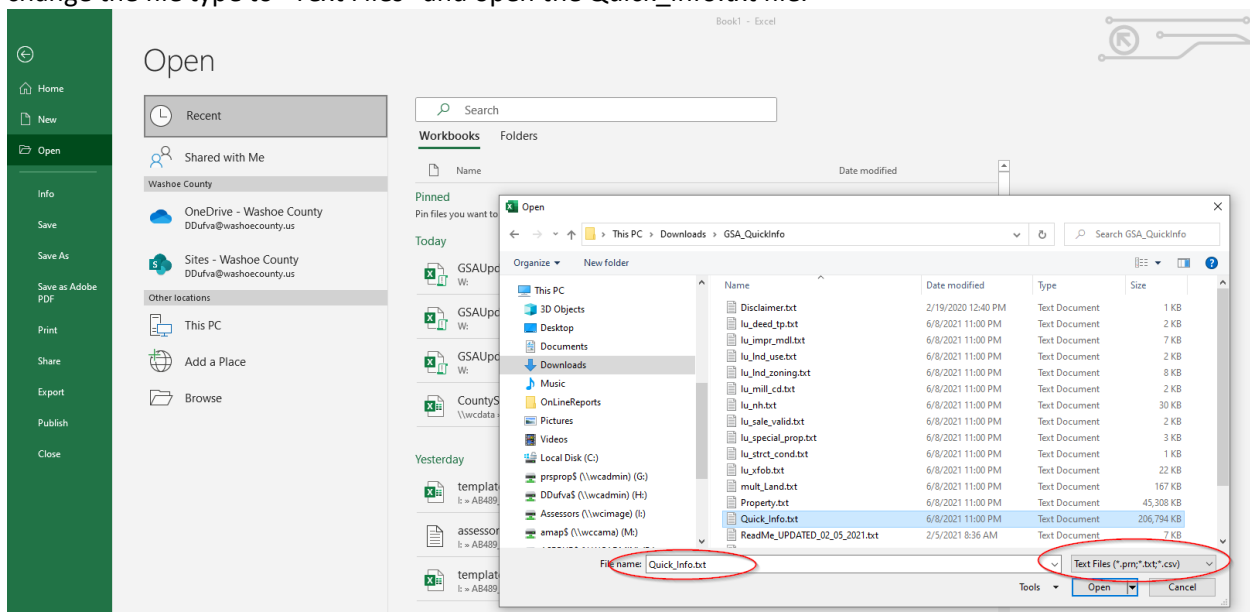
Show extracted files when complete



Extract

Cancel

Then, in Excel, click on File >> Open >> and Browse to the location where you extracted the file to, and change the file type to "Text Files" and open the Quick_info.txt file.



In the dialog box, choose Delimited, My Data Has Headers then click Next

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

My data has headers.

Preview of file C:\Users\ddufva\Downloads\GSA_QuickInfo\Quick_Info.txt.

1	ParcelID	CardNumber	MaxCard	Situs	TaxDist	Owner1	Owner1Pct	Owner2	Owner2Pc
2	001-020-00110	KINGS ROW	1000	OWNERS OF WINDERMERE	1	COMMON AREA			
3	001-020-01113943	KINGS ROW	1000	UGLY MAILBOX LLC SERIES 22030 PA					
4	001-020-02113945	KINGS ROW	1000	D RAY & SIBYL HALL CHARITABLE FOUNDATI					
5	001-020-03113947	KINGS ROW	1000	RIVERA, CARINA3947 KINGS ROWRE					

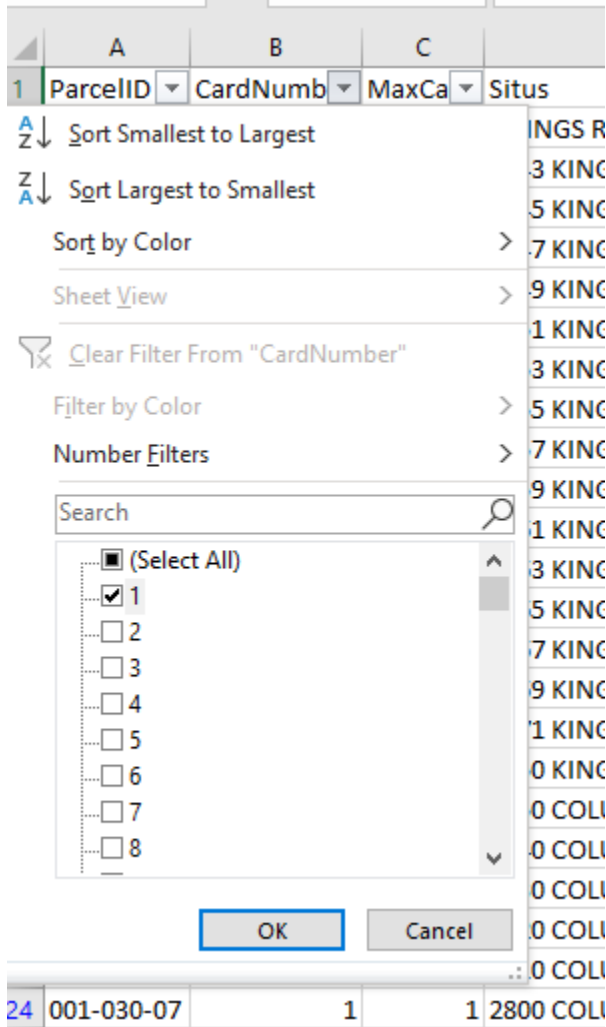
Cancel < Back Next > Finish

In the next dialog box, Tab should already be checked. Click Next >> Next >> Finish. Excel will probably say "Not Responding" and it will take a minute or 2 for the data to appear.

From this point, turn on filters in Excel by selecting the whole sheet and clicking on Data >> Filter.

For more about using filters, click here <https://support.microsoft.com/en-us/office/filter-data-in-a-range-or-table-7fbe34f4-8382-431d-942e-41e9a88f6a96>

Some parcels have more than one building, so the parcel will appear in the file multiple times. Column B – Card Number is the Building/Record Number. Column C – MaxCard is the total number of buildings/records. Parcels with only 1 building and parcels with no buildings will have 1 in this column. If you only want one record per parcel, filter column B to only include the first card.



Other popular filters are:

- BldgType (Column BK)
- LandUse (Column CT)
- Zoning (Column CU)

The extracted files include lookup tables for most of the codes used in the Quick_Info file. These files all begin with "lu_" Please see the GSA_QuickInfoKey.xlsx file for more information about which lookup file pertains to which data column(s).