

# Citizen Access Searching

## REAL PROPERTY GENERAL SEARCH OPTIONS:

A parcel can be searched for using the following search options:

1. **Name** – Parcel Owner’s name in the **Last Name** then **First Name** order  
*Note: Do not use a comma between last and first name*
2. **Parcel #** – Broken down by Control Map, Group, Parcel Number, and Special Interest – each section can be searched separately
3. **Mailing Address** – The Owner’s address in standard mailing address order: Street Number then Street Name
4. **Property Address** – Formatted in the standard property address order: Street Name then Street Number

## SIMPLE SEARCH:

Enter info to search in the correct order; for example Owner Names are listed in **Last Name** then **First Name** order with no comma; searching for “John Smith” will yield no results, but “Smith John” will.

Partial data must be entered in the correct order. If data is missing from the beginning then unwanted results will occur.

<u>Examples:</u>	<u>Search</u>	<u>Results</u>
<b>Property Address:</b>		
	<u>smith</u>	<u>Smith</u> Ben; <u>Smith</u> John; <u>Smith</u> Mary
	<u>smi</u>	<u>Smile</u> Scott; <u>Smith</u> John <u>Smithson</u> Belinda
	<u>mith</u>	Expect No Results if nothing starts with “mith”

## BROADEN YOUR SEARCH:

Use the percent (%) symbol to broaden the results. The percent (%) symbol includes results depending on its placement within the text. Percent works with all search options (Parcel Search, Name Search, etc.).

<u>Examples:</u>	<u>Search</u>	<u>Results</u>
<b>Owner Name:</b>		
	<u>%mith</u>	<u>Smith</u> Ben; <u>Arrowsmith</u> Linda; <u>Barr</u> Edna <u>Smithson</u>
	<u>Rogers%A</u>	<u>Rogers</u> Alex; <u>Rogers</u> Carl; <u>Rogers</u> Crystal

## MAP & PARCEL SEARCH:

A Parcel Number search has added flexibility because the number is broken down into multiple sections. Either enter all data to get a specific account, or enter any single section’s full data to search for accounts that contain that data:

<u>Examples:</u>	<u>Search</u>	<u>Results</u>
<b>Map and Parcel Number:</b>		
	<u>020</u> _ _ _ _	<u>020</u> 00100 000      [Shows all accounts w/ CMap ‘020’]
	<u>020A</u> _ _ _ _	<u>020A</u> A 00300 000      [Shows all accounts with CMap ‘020A’]
	_ _ <u>A</u> _ _ _ _	014L <u>A</u> 00200 000      [Shows all accounts w/ Group ‘A’ ]

### **ADDRESS SEARCH (MAILING AND PROPERTY)**

Searching by Address requires proper order of information. For Property Address, the order is **Street Name** then **Street Number**. For Mailing Address it is **Street Number** then **Street Name**. Put a full address or beginning portions of the address (in the proper order) in the search box.

Examples:      Search                      Results

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#### Mailing Address

If you only type:      You get results like:

<u>96</u>	<u>960 HWY 100 W</u>	[The result begins with 96]
<u>%A</u>	<u>510 HOLSTON AVE STE 102</u>	[The result will have 'A' somewhere in it]
<u>A</u>	Expect No Results <u>unless</u>	there is a Mailing Address that begins with a Letter

#### Property Address:

If you only type:      You get results like:

<u>AB</u>	<u>ABRON WAY 1602</u>	[The results all begin with AB]
<u>%A%96</u>	<u>BAGWELL ST 3962</u>	[The results will have 'A' somewhere, then '96' after the 'A']
<u>96</u>	Expect No Results <u>unless</u>	there is a Property Address that begins with a number

### **PERSONAL PROPERTY GENERAL SEARCH OPTIONS:**

An account can be searched for using the following options:

1. **Account Number** – Broken down by Control Map, Group, Parcel Number, and Special Interest – each section can be searched separately
2. **DBA Name** – The name of the business, no special formatting
3. **DBA Address** – Address formatted in the **Street Number** then **Street Name** order

### **SIMPLE DBA SEARCH:**

You can search with full or partial data, but partial data must be entered in the correct order, starting left to right; if data is missing from the beginning then unwanted results will occur.

Examples:      Search                      Results

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DBA Name: <u>smith</u>	<u>Smith Heating &amp; Air;</u>	<u>Smithson Nursery;</u>
<u>sm</u>	<u>Smyrna Ready Mix;</u>	<u>Smucker Foodservices</u>
<u>mith</u>	Expect No Results unless a DBA starts with "mith"	

### **BROADEN YOUR SEARCHES:**

Use the percent (%) symbol to broaden the results. The percent (%) symbol includes results depending on its placement within the text. Percent works with all search options (Parcel Search, Name Search, etc.).

Examples:      Search                      Results

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DBA Name: <u>%mith</u>	<u>Don Smith Siding;</u>	<u>Smith Heating &amp; Air</u>
DBA Addr: <u>%enc</u>	<u>1390 Enclave Parkway;</u>	<u>10903 Spence Rd</u>

### **MAP & PARCEL SEARCH:**

A Parcel Number search has added flexibility because the number is broken down into multiple sections. Either enter all data to get a specific account, or enter any single section's full data to search for accounts that contain that data:

Examples:	Search	Results
	<u>020</u> _ _ _ _	<u>020</u> 00100 P 000 [Shows all accounts with CMap '020']
	<u>020A</u> _ _ _ _	<u>020A</u> A 00300 P 000 [Shows all accounts with CMap '020A']
	_ _ <u>A</u> _ _ _ _	014L <u>A</u> 00200 P 000 [Shows all accounts with Group 'A' ]

### **DBA ADDRESS SEARCH**

Searching by DBA Address means searching the business Property Address. Most of the time the **Street Name** is typed first, then **Street Number** and no commas. Put a full address (in the proper order) or portions of the address in the search box, using '%' as needed.

Examples:	Search	Results
If you only type:		You get results like:
<u>Be</u>		<u>B</u> ear Creek Trail 416; <u>B</u> ee Branch Rd 9912 [ALL Results will <u>begin</u> with BE]
<u>%Be</u>		<u>B</u> ear Creek Trail 416; Council <u>B</u> end Rd 1673 [All Results will have 'Be' in it]
<u>269</u>		Expect No Results because Mailing Addresses begin with a Number
<u>%A%96</u>		Old Bon <u>A</u> qua Rd <u>9</u> 607; <u>P</u> ark Dr <u>6</u> 969 [All results will have 'A' in it then '96' after the 'A']