Helpful Search Hints

BASIC RULE: LESS IS MORE!

1. What you enter must be an **exact** match to the data base (created before internet).
2. **Exact** query information will take you directly to the parcel.
3. If you cannot find an **exact** match then use the **"less is more"** rule.
4. A query with **less** information will yield **more** results.

PARCEL SEARCH: The parcel number is a 21 digit number with one decimal point before the last digit. It can be found on your TRIM notice or your Tax Bill. **Do not use dashes or slashes!**

The number should look like this:

33340200001300000005.0   (format purpose only not an actual number)

OWNER SEARCH: This feature is not case sensitive; entry options below.

1. Last name: **Doe**
2. Last name - followed by comma – then a space – then first name or portion of first name
   Doe, j
   Doe, jane
   Doe, john

ADDRESS SEARCH:

Most specific addresses can be searched in the "QuickSearch" feature and in many cases the "less is more" rule will be your best option. If you are unable to find a property address using the hints below, or if you are unsure of a specific address, try using the "Search/Advanced Search/Address" path. Either way, less is more!

1. When searching by address, **you must start with the property address number** followed by at least the first letter of the street name. Entries are not case sensitive but abbreviation rules are important.

2. The suffix to *most* road names will be abbreviated to **two letters**, in some cases **three letters**.

Road = rd	Square = sq
Street = st	Terrace = ter
Drive = dr	Circle = cir
Lane = ln	Boulevard = blv
Court = ct	Manor = mnr
Place = pl	Way = way
Avenue = av	

Frequently questioned addresses: the following must be typed exactly as shown below:

US Highway 1
Highway A1A
SR 60

3. If the house **number is unknown** use **"Search/Advanced Search/Address"** and enter only the street name – i.e. **"Azalea"** you will get a result set for all addresses with that name. If the address is a numbered road, type in just the number and all variations will display – i.e. type **27** and the results will include 27th Av, 27th St, and 27th Ct. The results will also include addresses with street direction such as SW or NW.