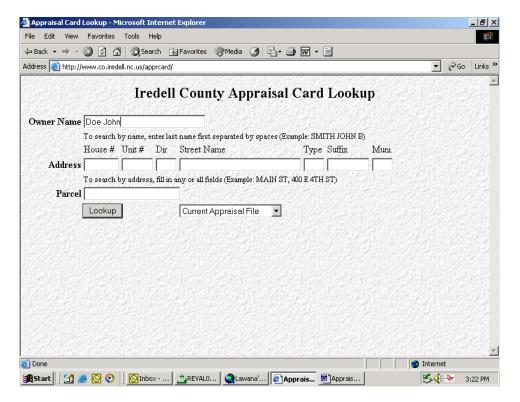
Appraisal Card Lookup

You can look up appraisal cards three different ways, (1) owner name, (2) property address, (3) parcel identification number. **Fields are not case sensitive**.

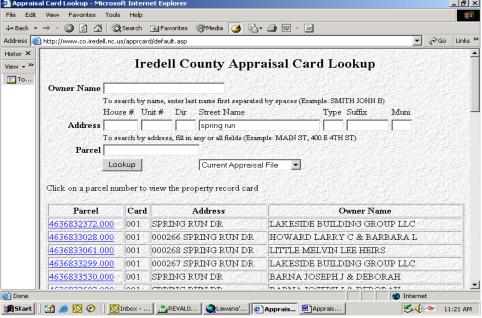


To search by name - enter last name, one space then first name or initial. Press Lookup. **Note:** Do not input any commas.



To search by address – it's best to enter street name only and press Lookup. Then select

desired parcel from list displayed.



If you enter house number you **must** enter road type (Rd, St, Ln, etc.). **Unit** # is for apartments and condos. **Dir** is direction (N, S, E, W). **Do not use Suffix or Muni.**

To look up by parcel – key in 10 digit parcel number and press Lookup. You do not enter (-) or spaces and you do not need to enter .000 at the end.



The default is to display the current appraisal file, however you can press the down arrow and select different files back to 1992.

Once the desired card is displayed you can print by selecting File, Print and change layout under Basics to **Landscape**. If you leave at default of Portrait, the right side will be cut off.