USING THE ASSESSMENT WEBSITE

DISCOVERING PARCELS, COMPARABLES AND SALES

The process should begin with printing your record card. This will give you many of the codes you need to search for comparable assessments and sales.

General Searches

Lookup parcels at the **HOME** tab

Just a few letters in the search fields will begin to produce results in these fields

Owner Name

Street Name

To print your card, click the **Parcel ID** in column 1 of the report. When the card comes up, click the **Printable Record Card** tab and the record is in a printable status.

If you want to print all the values on your street or any street, click **Print Page 1 of 1** (more than 1 go to **Next Page** and click **Print Page 2 of 2**

Comparable Assessment Discovery

Building Type – your record card shows your building type (ranch, cape, colonial, contemporary, et.). As an example – put Ranch in the field and all ranches in town will be shown.

Now add other fields to get you comparable assessments

Year Built – if you home was built in 1965 put a range of 1950 to 1975 in

Fin Area – if your home has 1200 sf of finish put a range of 1000 to 1800 in

Now you have created a printable comparable assessments report for all ranches, built between 1950 and 1975 with finished area in the 1000 – 1800 square foot range. Not every parcel will be perfect (you might want to refine by lot size)

Comparable Sales Discovery

The same process is used as above except to add a sales date range. The range for this reappraisal is set by State statute. That range is April 1, 2017 thru April 1, 2020. The **Sale Date** is entered as 4/1/2017 to 4/1/2020.