Helpful Search Hints

BASIC RULE: LESS IS MORE!

1. What you enter must be an exact match to the database (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.

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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:

33340200013000000005.0 (format purpose only not an actual number)

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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

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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.

<table>
<thead>
<tr>
<th>Road = rd</th>
<th>Square = sq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street = st</td>
<td>Terrace = ter</td>
</tr>
<tr>
<td>Drive = dr</td>
<td>Circle = cir</td>
</tr>
<tr>
<td>Lane = ln</td>
<td>Boulevard = blv</td>
</tr>
<tr>
<td>Court = ct</td>
<td>Manor = mnr</td>
</tr>
<tr>
<td>Place = pl</td>
<td>Way = way</td>
</tr>
<tr>
<td>Avenue = av</td>
<td></td>
</tr>
</tbody>
</table>

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.