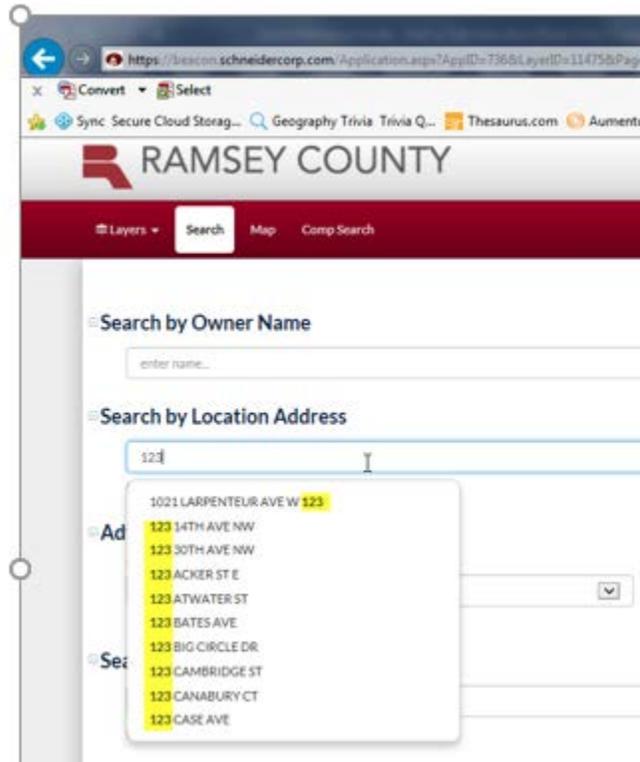# Property Search Tips and Tricks

Search by Property Address – can be used to search single or ranges of addresses

1. To search for a single address, start typing the address in the field. The system will start to generate a list of possible matches, based on the characters already typed. In the example below, the entered value of '123' matches to street names (first line) and building numbers (remaining lines). When you see the address for which you're searching, simply click on it. The system will automatically open the property report. If you don't see the address for which you're searching, continue typing or click Enter or Search for a complete list of all properties containing the characters entered.

2. You can narrow your results but clicking Exact match.

3. To search ranges of addresses to return multiple results. For example, entering 1600-1900 Ivy Ave produces the following Parcel Search Results:

PROPERTY TAX & VALUE LOOKUP

Parcel Search Results

1 87 Results

☐ Show Property Photos

≡ Columns ▾

2

Parcel ID ⬍	Owner ⬍	Property Address ⬍	City ⬍
222922410087	🔎 KIA MOUA VANG	1721 IVY AVE E	ST PAUL
222922410088	🔎 KELLY M BOOKER	1727 IVY AVE E	ST PAUL
222922410089	🔎 THOMAS R HARRIGAN	1731 IVY AVE E	ST PAUL
222922410090	🔎 TAMMY RICHERT	1737 IVY AVE E	ST PAUL
222922410091	🔎 FLOYD M JOHNSON	1743 IVY AVE E	ST PAUL

Notice that the search returned 87 results (**1**). By default, results are ordered by Parcel ID# (descending). You can change the display order by clicking on any of the column headings (**2**).

Advanced Address Search – can be used to search single or multiple properties.

Search requires data in at least 1 field to produce results. For example, entering 123 in the House Number and clicking Search produces the following Parcel Search Results:

Parcel Search Results

1 63 Results

☐ Show Property Photos

≡ Columns ▾

2

Parcel ID ⬍	Owner ⬍	Property Address ⬍	City ⬍
012823120172	🔎 NICOLE A WINTER TIETEL MICHAEL J TIETEL	123 FARRINGTON ST	ST PAUL
022822110025	🔎 ANGELA M NIELSEN	123 MCKNIGHT RD N M	ST PAUL
022822110026	🔎 TRANSVESTMENTS LLC	123 MCKNIGHT RD N L	ST PAUL
022822110027	🔎 DAWIT MENKERIOS	123 MCKNIGHT RD N K	ST PAUL
022822110028	🔎 KONGCHENG LO SISSY LEE	123 MCKNIGHT RD N J	ST PAUL

Notice that the search returned 63 results (**1**). By default, results are ordered by Parcel ID# (descending). You can change the display order by clicking on any of the column headings (**2**).

Both Street Name and City fields have drop down menus.

Saint Paul, North Saint Paul and White Bear Township may have multiple correct spellings (i.e. Saint Paul, North Saint Paul and White Bear Twnsp). When using Advanced Address Search for a property in one of these cities, it may be more efficient to search for House Number and Street Name only.

PROPERTY TAX & VALUE LOOKUP

Search by Parcel Number (PIN) – can be used to search single property only.

Search requires entry of the entire PIN, followed by clicking the Search button or pressing Enter. Use of delimiters (dashes or periods) is optional – you can simply enter the numeric (or, In the case of manufactured homes, alpha/numeric) PIN #. So, any of the following will work:

> 062822440094
> 06-28-22-44-0094
> 06.28.22.44.0094

Search by Plat/Block/Lot – can be used to search for single of multiple properties.

For a single property search, enter data in all 3 fields, followed by clicking the Search button. If your search returns no results, try searching by Plat only or Plat and Block only. For a list of all properties in a given Plat,search for that field only. By default, multiple results are ordered by Parcel ID# (descending).

Advanced Search Tips and Tricks

Advanced Searches – can be used to filter for specific criteria and view or download property lists

- Advanced Searches will *display* a maximum of 2,000 records .
  - You can change the display order by clicking on any of the column headings (**1**).
  - You can customize the columns displayed by clicking the Columns button (**2**).
  - Clicking on the arrow at the left of the line will display the hidden fields for that line only (**3**).

Advanced Property Search Results

2,000 Results (Maximum)

1

2 ≡ Columns ▼

PIN ⇕	Street ⇕	Municipality ⇕	Zip Code ⇕	Land Use ⇕		Tax Amount ⇕		Tax Payer Names	Roll Type ⇕
> 0657M15725	1283 BOBCAT LN	MAPLEWOOD	55119	X - TAX MANUFACTURED HOME		$150		CRYSTAL LYNN THOMPSON	Manufactured Home
> 092923110036	2591 CHARLOTTE ST	ROSEVILLE	55113	R - SINGLE FAMILY DWELLING, PLATTED LOT		$3,112		MONICA J FORTE	Real Property
⌄ 043022110012	5940 OTTER VIEW TRL	WHITE BEAR TOWN	55110	R - SINGLE FAMILY DWELLING, PLATTED LOT	Res Hstd	$278,300	$2,474	HPA BORROWER 2017-1 LLC	Real Property

3

EMV: $289,500
Tax Payer Address: 180 N STETSON AVE #3650 CHICAGO IL 60601-6709
Sale Date: 01/03/2017
Sale Price: $203,000

- Advanced Searches will *download* all search results.
  - To download, scroll to the bottom of the results page and click the download button. Additional help is available by clicking the Instructions button.

| Excel (.xlsx) ▼ | Download | Instructions |

PROPERTY TAX & VALUE LOOKUP

Sales by Date Range

Please limit the search date to one year.

Start Date	01/01/2017
End Date	03/01/2017
Roll Type	
Land Use	
Property Class	
Municipality	
Zip Codes	

Q Search

- Start and End Dates are required fields.
- Search range is limited to one year.
- Dates must be entered in the format shown.
- Each additional criteria chosen will narrow your results.
- By default, results are ordered by PIN # (ascending).

Delinquent Properties

Roll Type	
Land Use	
Property Class	
Municipality	
Zip Codes	

Q Search

- To obtain a list of all delinquent properties, click the Search button.
- Each additional criteria chosen will narrow your results.
- By default, results are ordered by PIN # (ascending).

Top 100 Properties

- Choose your primary search criteria: By Tax Amount, By Taxable Market Value or By Estimated Market Value.
- Searching by primary criteria only will list the top 100 properties *across the county*.
- Each additional criteria chosen will <u>change</u> your results to the top properties within your narrowed criteria.

- Example 1: The following search produces the top 100 properties *in Shoreview*.

- Example 2: The following search produces 16 records, the number of Personal Properties within Shoreview.

- By default, results are ordered by the primary search criteria, in descending order.

Land Use/Property Class Search

Roll Type	⌄
Land Use	⌄
Property Class	⌄
Municipality	⌄
Zip Codes	⌄

Q Search

- You must select at least one criteria.
- Each additional criteria chosen will narrow your results.
- By default, results are displayed by Municipality, then Parcel ID (PIN #).