

## Property Search Instructions

### Overview

This help provides information about locating and reviewing property records. The first section - **Searching** - includes information about the options you can use to locate a property or group of properties.

The following section - **Browsing** - includes information about browsing the results of your search. If you need details about how to locate a particular detail about a property you have selected, such as tax history, or information about navigating between records, you should consult the browsing section.

### Searching

Your search for details on this site - whether it is for more information about your own property, a comparison of your property with other properties, or information about properties in your area – begins on the Search Screen.

The screenshot shows the search interface with the following elements:

- Parcel ID:** Input field with placeholder text "Enter: All or Part".
- Owner Name:** Input field.
- Location:** Input field.
- Number:** Input field.
- Street:** Input field.
- Suffix:** Dropdown menu.
- Direction:** Dropdown menu.
- Owner Address:** Input field.
- Search Options:** "Sounds Like" and "Advanced Search" checkboxes.
- Footer:** "Data Current as of 10/23/2015", "Show Distinct Results: ", "Sort by: Parcel ID", "Ascending", "Results/page: 25", "Search" button, "Reset" button, "Data Copyright Fayette County Assessment Office", "Copyright © 2012-2015 RBA Professional Data Systems, Inc.", and "RBA" logo.

On the Simple Search screen, you can search by one or more of the **Parcel ID, Location, Owner Name or Owner Address**.



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Examples of these four type of searches are shown below:

Parcel ID	
Type the parcel id into the search box above. All parcel id's are 12 characters long, including any embedded spaces. 123456789098 - 12 total characters, no spaces. 110250ZZ0110 - 12 total characters, one space between 0 and Z 110250 V031 - 12 total characters, two spaces between 0 and V  Use the * to find a group of parcels.	
Type	Returns
1234567890987	1234567890987
123*	All parcels that begin with 123
*987	All parcels that end with 987

Location of the Parcel	
<b>For best results leave off the street suffix.</b> Use the * as a wild card to match any string of characters (for example, when unsure of spelling or to return all results on a particular street).	
Type	Returns
819 in the Number field and Woodland in the Street field	819 Woodland
*woodland in the Street field	All addresses on a street named Woodland
*woodland in the Street field and choose Drive in the Suffix dropdown.	All addresses on Woodland Drive

Owner Name	
Type in the full name (Last Name First Name without commas - e.g. Smith John) or part of the full name into the search box above. Use the * as a wild card to match any string of characters, for example:	
Type	Returns
Grant	Grant
B*ow	Brown, Barrow, Below, etc.
B*o*ski	Bojarski, Bronowski, Bukowski, etc.

Owner Address	
<b>This works in a similar manner to Location.</b> Use the * as a wild card to match any string of characters (for example, when unsure of spelling or to return all results on a particular street). For example:	
Type	Returns
819 Woodland	819 Woodland
*woodland	All addresses on a street named Woodland
*woodland drive	All addresses on Woodland Drive

**Remember that you can use any combination of these fields when you search.**

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The **Sounds Like** checkbox, when checked, includes Owners names that sound alike. For example, Smith will return Smythe and Smithe.

Sounds Like

Many other options are available in the **Advanced Search** parameters, visible by checking the **Advanced Search** checkbox.

Enter: All or Part

Parcel ID

Owner Name

Sounds Like

**Advanced Search**



Clicking this checkbox will display this screen:

Home	Property Searches	Introduction	Overview	Calendar	FAQ's	Tax Relief	Assessment Office
Data Current as of 10/23/2015							
Parcel ID	Enter: All or Part		Location	Number	Street	Suffix	Direction
Owner Name	<input type="text"/>		Owner Address	<input type="text"/>			
Sounds Like	<input type="checkbox"/>		Enter: Any or all parts of the Address				
Advanced Search	<input checked="" type="checkbox"/>						
Criteria	From	To	Criteria	Choose One			
Acres	<input type="text"/>	<input type="text"/>	Municipality	<input type="text"/>			
Square Feet	<input type="text"/>	<input type="text"/>	School District	<input type="text"/>			
Stories	<input type="text"/>	<input type="text"/>	Land Use Code	<input type="text"/>			
Year Built	<input type="text"/>	<input type="text"/>	Neighborhood	<input type="text"/>			
Sale Price	<input type="text"/>	<input type="text"/>	Building Style	<input type="text"/>			
Sale Date	<input type="text"/>	<input type="text"/>	Sales Type	<input type="text"/>			
Show Distinct Results: <input checked="" type="checkbox"/>		Sort by: Parcel ID <input type="text"/>		Ascending <input type="text"/>		Results/page: 25 <input type="text"/>	
				<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

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There are two types of Advanced Criteria.

The first are range values where you put a lower limit (From) and an upper limit (To). Only the **From** or the **To** is needed.

Criteria	From	To
Acres	<input type="text"/>	<input type="text"/>
Square Feet	<input type="text"/>	<input type="text"/>
Stories	<input type="text"/>	<input type="text"/>
Year Built	<input type="text"/>	<input type="text"/>
Sale Price	<input type="text"/>	<input type="text"/>
Sale Date	<input type="text"/> 	<input type="text"/> 

Here are some examples of how you can select properties using this screen:

Example	From	To
<b>Acres</b> from 10 to 100	10	100
<b>Years Built</b> less than 2000		1999
<b>Square Feet</b> 3000 or greater	3000	

The second type of Advanced Criteria is Drop Down Lists. With these lists you can select one value from a list of values for which to search. If the value is blank, as on the initial screen, that criterion is not being used.

Criteria	Choose One
Municipality	<input type="text"/>
School District	<input type="text"/>
Land Use Code	<input type="text"/>
Neighborhood	<input type="text"/>
Building Style	<input type="text"/>
Sales Type	<input type="text"/>

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To select a value from the Drop Down List, click the arrow to the right of the list. A list of selections will be displayed. Using your mouse click on the value desired.

The screenshot shows a web form with several criteria listed on the left: Municipality, School District, Land Use Code, Neighborhood, Building Style, and Sales Type. The 'Municipality' dropdown menu is open, displaying a list of options including BELLE VERNON BORO, BROWNSVILLE BORO, BROWNSVILLE TWP, BULLSKIN TWP, CONNELLSVILLE CITY, CONNELLSVILLE TWP, DAWSON BORO, DUNBAR BORO, DUNBAR TWP, EVERSON BORO, FAIRCHANCE BORO, FAYETTE CITY, FRANKLIN TWP, GEORGES TWP, GERMAN TWP, HENRY CLAY TWP, JEFFERSON TWP, LOWER TYRONE TWP, and LUZERNE TWP. A red box highlights the dropdown arrow. To the right of the dropdown are 'Search' and 'Reset' buttons. A footer note reads '© 2015 RBA Professional Data Systems, Inc.'.

The value will now be displayed in the field box. To remove this field, select the blank selection at the top of the list.

This screenshot shows the same form as above, but the dropdown menu is closed. The 'Municipality' field now displays 'BROWNSVILLE TWP' with a small downward arrow on the right side of the text box.

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Once you have all of your selection criteria entered, your next steps are at the bottom of the screen.



Search interface showing: Show Distinct Results:  Sort by: Parcel ID (dropdown), Ascending (dropdown), Results/page: 25 (dropdown), Search button, and Reset button.

If your results pull up the same parcel multiple times, you can show the parcel only once with the Show Distinct Results checkbox. This is checked by default.



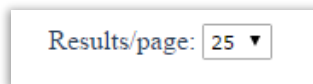
Show Distinct Results:

Select how you want your results sorted. As this can be easily changed once the results are displayed, you can leave this at the default.



Sort by: Parcel ID (dropdown), Ascending (dropdown)

Select how many results to display per page. The default works for most monitors/displays.



Results/page: 25 (dropdown)

When you are ready, click the **Search** button. Click **Reset** to remove the search criteria.



Search button and Reset button.

**Note:** The properties you locate during your search are temporarily saved while you review them. However, as soon as you conduct another search or leave the site, your search results are discarded.

## Property Search Instructions

### Browsing

Your search results will be displayed as shown below.

51 Records Found. Click a column heading to sort by that column.

PARID	Owner Name	Situs Address	Acres
04190010	SMITH CHARLES	COUNTY LINE RD	32.2400
0419001001	SMITH CHARLES	TR842-NR MT ZION CH	13.8100
04250266	SMITH CLAUDIA G & JAMES J	244 GAULT SCHOOL RD	15.2000
04280103	SMITH JAMES M & SUSAN P	385 BELL VIEW RD	37.6900
09280001	SMITH JAMES D & GRETA L	BARRON RD	10.8200
13040083	SMITH TIMOTHY M & TERRI J	630 N CRABAPPLE RD	117.7106
13040089	SMITH HENRY F ETAL	557 TIPPECANOE RD	54.9200
1316005602	SMITHBURGER KENNETH III & JOYCE	29 PUMP STATION RD	35.7100
13200080	SMITH REID A & SARAH B	438 LAUREL HILL RD	10.0500
14110088	SMITH GARY L & GERTY L	OFF LR26193-NR SHOAF	33.0500
14250095	SMITH THEODORE	3013 MORGANTOWN RD	12.0000
1433005802	SMITH DAVID & LORI	245 RINGER RD	13.0400
14330078	SMITHLEY RUPERT & NANCY J	297 RUBLE MILL RD	10.9300
1436012903	SMITH DOLORES R	768 MUDD PIKE RD	21.1500
14360136	SMITH DONALD P & EFFIE M	303 MILLER RD	34.3000
14360163	SMITH WALTER D & LINDA G	231 HAYDENTOWN HILL RD	11.0400
14410005	SMITH RAYMOND D ETAL	1471 SKYLINE DR	18.8800
15220218	SMITH ALAN JOHN & BARBARA ETAL	1017 LCKRN MSNTWN RD	24.0700
15300070	SMITH GEORGE A	338 RONCO RD	11.5000
1536010307	SMITH WILLIAM B & SMITH DAVID E	20 WILES FARM LN	21.7520
1608001202	SMITH MELISSA & SHAWN M	166 TAYLOR RD	24.5000
16160187	SMITH DAVID A & KROT ALEXANDER A	122 GLASS RD	20.9100
16190002	SMITH WILLIAM W JR & RONDA L	150 FLAT ROCK RD	55.0600
17100043	SMITH TINA G	356 STUCKSLAGER RD	78.6400
18040013	SMITH ROY J ETAL	874 BANNING RD	254.6600

123

At the top of the screen the number of records found is displayed.

51 Records Found. Click a column heading to sort by that column.

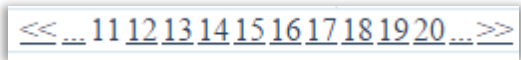
PARID	Owner Name	Situs Address	Acres
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The column headers will show how the results are being sorted, with an arrow in the column being used for the sort. Click on any column to sort by that column. Clicking on the same column will switch the sort between Ascending and Descending.



If your results are on multiple pages, at the bottom of the page is the results page list. Click any page number to move to that page. Click << to move to the first page, click >> to move to the last page. Click either ellipses (...) to move to the next group of page numbers.



If you roll your mouse over the listing, the properties will be highlighted. Click on any property to display the information sheet.

882 Records Found. Click a column heading to sort by that column.

PARID ▲	Owner Name	Situs Address	Acres
31200062	SHEPLER MARK D & SUSAN B	PRITTS DISTILLERY RD	70.0000
3120006204	SHEPLER DAVID B JR & GLADYS L	295 PRITTS DISTILLERY RD	114.0900
3120006205	SHEPLER JAMES & KATHY S	PRITTS DISTILLERY RD	52.4560
31200089	SEVEN SPRINGS MUNICIPAL AUTH	PRITTS DISTILLERY RD	36.3800
31200091	SEVEN SPRINGS MUNICIPAL AUTH	NEALS RUN RD	666.7500
31200093	SEVEN SPRINGS AIRPORT AUTH	121 DUMBAULD RD	12.1200



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The information sheet for that property will be displayed.

<p align="center"><b>PROPERTY INFORMATION</b></p> <p>Parcel Id: 3120006204      31-20-006204          Location: 295 PRITTS DISTILLERY RD          Municipality: SALTICK TWP          School District: CONNELLSVILLE AREA SCHOOL DIST          Classification: RESIDENTIAL          Land Use Code: SINGLE FAMILY          Zoning:          Valuation Neighborhood: 31R01000          Land Area (acres): 114.0900          Topography: ROLLING          Street/Road: SEMI-IMPROVED          Utilities: WELL, SEPTIC          Dwelling Units: 1</p>		<p align="center"><b>RESIDENTIAL INFORMATION</b></p> <p>Number of Stories: 2.0          Building Style: OLD STYLE          Exterior Wall Material: ALUM/VINYL          Year Built: 1900          Total Rms/Bedrms/Baths/Half Baths: 8/4/1/0          Square Feet of Living Area: 1320          Attached Garage:          Basement: FULL          Heating Distribution: CENTRAL          Heating System Type: HEAT PUMP          Heating Fuel Type: GAS          Condo Level: 0          Condo/Townhouse Type:          Number of Fireplaces (Masonry): 0          Number of Fireplaces (Prefab): 0</p>									
<p align="center"><b>OWNER INFORMATION</b></p> <p>Name(s): SHEPLER DAVID B JR &amp; GLADYS L          c/o Mailing Address: 295 PRITTS DISTILLERY RD          City,State,Zip Code: CHAMPION PA 15622</p>		<p align="center"><b>COMMERCIAL INFORMATION</b></p> <p>No Information on File</p>									
<p align="center"><b>VALUE INFORMATION</b></p> <p>Base Year of Valuation: 01/01/2003          Current Land: 118,820          Current Building: 25,720          Current Total: 144,540          Exemption/Exclusion Type: 319</p>											
<p align="center"><b>SALES INFORMATION</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Sale Price</th> <th>Deed Book and Page</th> </tr> </thead> <tbody> <tr> <td>01-JAN-2068</td> <td></td> <td>\$0</td> <td>RB2788 - 1988</td> </tr> </tbody> </table>		Date	Type	Sale Price	Deed Book and Page	01-JAN-2068		\$0	RB2788 - 1988		
Date	Type	Sale Price	Deed Book and Page								
01-JAN-2068		\$0	RB2788 - 1988								
<p align="center"><b>OTHER BUILDINGS AND YARD IMPROVEMENTS</b></p> <p>No Information on File</p>											