Regional Land Information Database

RLID Property Search

Three Multi-Functional Applications

Standard Search
Allows searching on the most common property attributes. Users have the ability to search for properties using multiple search criteria from the site address, map/taxlot, account, owner, and subdivision.

Advanced Search
Allows users to specify property selection criteria or filters using a wide array of property and location characteristics organized on a series of tabs. Criteria can be specified on a single tab or combined from multiple tabs.

Map Search
Allows users to interact with a map to select custom areas or groups of properties for reporting or data export. Map tools allow selection of taxlots using a user drawn point, line, rectangle, or custom area.

Linked

Standard Search

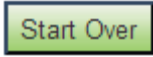**Sections:** Site Address, Map/Taxlot, Account, Owner, Business Name, and Subdivision

Functions

- **Get Results**

  Takes you to the search results page. [Get Results]

- **Start Over**

  Click to display a new, blank query screen. [Start Over]
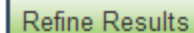
- **Reset**

  Clears field entry in the section. [Reset]

- **Refine Results**

  From the search results screen, the user may click on "Refine Results" to return to the query screen and retain all search parameters previously entered. [Refine Results]

- **Help and Metadata**

  Context-sensitive help is available throughout RLID. Three types of help and metadata are available:

  - **Application help:** Information about a specific RLID application (e.g. Property Search, Deeds & Records Index, etc.) is available by clicking on the **i** icon at top right of the main search page of the application.

Functions (cont.)

- **Query help:** Instructions for query field formatting and/or content is available by clicking on the ❓ icon located next to the query field.

- **Metadata:** The term metadata simply means "data about data". Information about various types of data displayed in reports is available by clicking on any linked field name throughout an RLID report. Example: <u>Land Use</u>

- **Print screen**

  Print results page
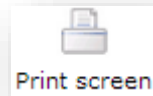
- **Print to PDF**

  Download results in pdf format.

- **Export Results**

  Export your results to a downloadable file using one of the default sets.

Standard Property Search

Sub-sections: Site Address, Map/Taxlot, Account, Owner, Business Name and Subdivision

Site Address:

Simple or Advanced Site Address Search: In addition to the full site address search ("advanced") users have the option of selecting a "simple" site address search.

- **Simple**

Enter a **house #** and **street name** – works as a "starts with" query. Pre-directional may be eliminated and still be included in the results. (e.g. search for "318 BROADWAY" will return 318 BROADWAY as well as 318 E BROADWAY)

- **Advanced**

You do NOT need to fill in all of the site address fields to return results. Empty fields are dealt with as wildcard(s).

- **"Set this view as default"**

To set your Site Address search default you will need to 1) enter search criteria in either the "simple" or "advanced" field(s); 2) click "Set this view as default" and; 3) click "Get Results" – *you must perform a search for the default to save*.

Standard Property Search

Sub-sections: Site Address, Map/Taxlot, Account, Owner, Business Name and Subdivision
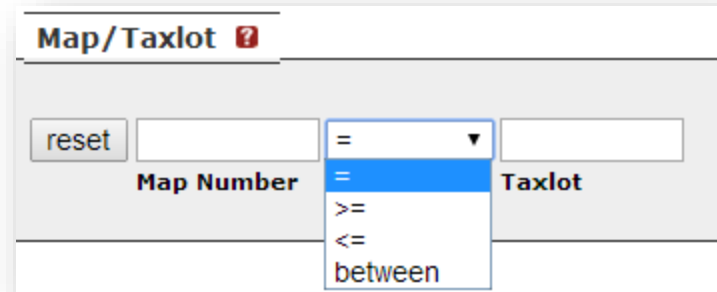
Map/Taxlot:

Map Number: Enter a full map number (up to 8 digits).

Taxlot: Enter taxlot number (up to 5 digits – leading zeros may be dropped).

(Note: A full 13-digit maplot number can be pasted into this field, and the map & taxlot number will be separated and placed in the appropriate fields. This also works with the hyphenated maplot numbers)

Between" search: By default, taxlot number fields are preceded with a "=" qualifier. By clicking on the drop-down arrow, users also have the option to choose ">=" (greater than or equal to), "<=" (less than or equal to), or between". The "between" qualifier will open a second entry field that allows the user to enter a range of house numbers or taxlot numbers.

(Note: this feature is also available in other search forms in RLID)

Standard Property Search Sub-sections: Site Address, Map/Taxlot, Account, Owner, Business Name and Subdivision

Account:

Enter full account number – leading zeros may be dropped.

Owner:

Owner name field **does not** function as a "starts with" field, but rather searches for text strings anywhere in the field. Results will display all properties that contain those elements of an owner name.

Tip: Enter one of the following for the owner name:

- Owner last name
- Owner last name, first name
- Owner last name, first name and middle initial
- Owner first name and middle initial

Business Name:

Business name field functions as a "starts with" field.

(Note: RLID's Business data comes from a third party source, infoUSA - *see "Disclaimer" in RLID*)