Owner Search

Use this search option to locate properties with a known owner name.

- 1. Type the **Last Name First Name** or a part of into the Search by Owner box.
- 2. Do not use single or double quotes in your input. Instead of **O'Neil** you should key in **ONeil**.
- 3. Be as specific as you can to improve the possibility of finding the property you are searching for.
- 4. If an exact match is not found, up to 2500 search results may be returned.
- 5. Use the * as a wild card to match any string of characters, for example:

Type	Results
Smith	Smith
Frank*	Frank, Franklin, Franken, Frankel, etc.
B*o*ski	Bojarski, Bronowski, Bukowski, etc.

Ownership example with partial name:

		Search by Owner		B*OW Type in: LastName FirstName	
Options Sort by: Parcel ID ▼ Ascending ▼ Results/page: 25 ▼				Results/page: 25 ▼	
					Data Curren
				rds, displayed: 2500. Please refine you	r search.
_			(Tou Wil	I not be able to select all records)	
Res			k rows to view property deta		Displaying 1 - 25 of 2500
		Parcel ID▲	Address	Owner 1	Owner 2
		010-000129-00	1431-1437 NEIL AV	BOWERS JASON A	BOWERS JULIE A, BOWERS HARLEY
		010-000412-00	3369 DRESDEN ST	BOWERS STANLEY	
		010-000521-00	819-821 CITY PARK	MOSES AARON B	BROWNSHER DANIEL B
		010-000747-00	1142 PENNSYLVANIA AV	BROWN MICHAEL S	
		010-000925-00	1409-1411 S HIGH ST	BROWN CHARLES F	
		010-001163-00	710 SUNBURY RD	BROWN LEE R	
		010-001247-00	222 E COMO AV	BROWN AARON	
		010-001619-00	288 LECHNER AV	BROWN PAUL & JUDITH L	
		010-001683-00	1189 HUNTER AV	BROWNING JOHN WILSON	
		010-001769-00	W WELCH AV	BROWN MICHELLE R	
		010-001795-00	39 W WELCH AV	BROWN MICHELLE	
		010-001796-00	45 W WELCH AV	BROWN MICHELLE	
		010-001933-00	190 CLINTON HEIGHTS	BROWN TIMOTHY A	BROWN KARINA S
		010-002536-00	103 E OAKLAND AV	BOWLES DARWIN G	VIRGIE M
		010-002562-00	43 N TWENTY SECOND	BOWERS JONATHAN RYAN	BOWERS JENNIFER E
		010-002625-00	1799-1801 S FIFTH	BOWERS DAVID PROPERTIES	LLC
		010-002670-00	318 BELVIDERE AV	BROWN TRINA R	
		010-002676-00	294 BELVIDERE AV	BROWN WILLIE E	

Address Search

Use this search option to locate properties using a street number, name or direction.

- 1. For better results, do not include a street suffix.
- 2. Be as specific as you can to improve the possibility of finding the property you are searching for.
- 3. If an exact match is not found, up to 2500 search results may be returned.
- 4. Use the * as a wild card to match any string of characters (when unsure of spelling or to return all results on a particular street). A wild card is assumed at the end on any string of characters. For Example:

Туре	Results
373 S High St	373 S High St
*High	All addresses on a street ex. North and South with the name High:
S* High St	All addresses on South High St

Address example with partial street name:

		Search by Address	Street No	Direction Street Name ▼ BAR*
		Options So	ort by: Parcel ID • Ascend	ing ▼ Resu
Res	su	lts Click	rows to view property detai	ils
		Parcel ID▲	Address	Owner
		010-000563-00	148 BARTHMAN AV	DOWNS JOHN LIN
		010-000758-00	284 E BARTHMAN AV	FITZPATRICK HOWARD K
		010-000934-00	263 E BARTHMAN AV	BYRD CAROLYN J
		010-001983-00	60-62 E BARTHMAN AV	BAAWINE NENTO YURI
		010-001985-00	76-78 BARTHMAN AV	REED GERALDINE D
		010-001987-00	86 BARTHMAN DR	SOUTHERN GATEWAY HOMES
		010-001988-00	50 BARTHMAN AV	TEASLEY ALICE L
		010-001996-00	143 E BARTHMAN AV	BURNS ROBERT L
		010-002900-00	1500 BARNETT RD	BARNETT ROAD
		010-003650-00	950 BARNETT RD	PANARELLO JOSEPHINE
		010-003947-00	238 E BARTHMAN AV	FORD PRESTON O
		010-004153-00	1500 BARNETT RD	BARNETT ROAD
		010-004889-00	39 BARTHMAN AV	GORICA SHEZAI
		010-006808-00	BARTHMAN AV	CITY OF COLUMBUS OHIO
		010-006815-00	309 BARTHMAN AV	CLAIR METHODIST CHURCH
		010-006816-00	313-315 BARTHMAN AV	CLAIR UNITED METHODIST
		010-006827-00	293 BARTHMAN AV	CLAIR METHODIST CHURCH
		010-007106-00	BARTHMAN AV	HERRMANN EDWARD J BISHOP
		010-007262-00	BARTHMAN AV	HERRMANN EDWARD J BISHOP
		010-007264-00	270 E BARTHMAN AV	FITZPATRICK HOWARD & ALKA

Parcel Number Search

Use this option if you know the property's unique parcel identification number.

- 1. Type the **Parcel ID** into the search box. All parcel id's are 10 characters long. Dashes may be included.
- 2. Use the * as a wild card to find a group of parcels.

Type	Results
010-000266	10 total characters, no spaces.
010287*	All parcels within Tax District 010 that begin with 287
010-*266	All parcels within Tax District 010 that end with 266

Parcel ID example:

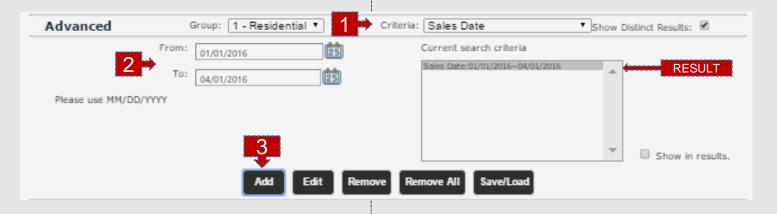


Advanced Search

Use this option to perform searches with multiple criteria (at least one criterion must be selected).

- 1. In the **Criteria** drop-down box, select the desired criteria you want to search on.
- 2. Once selected, a field(s) will appear below based on what you have chosen. You can enter your wording, dates, numbers, etc. Then click the **Add button**.
- 3. The criteria will appear in the **Current Search Criteria** box to the right.

- 4. Select another criteria item, enter a value and repeat until you have entered what you need to build a multi-criteria search.
- 5. Verify whether you entered the information correctly. If not, select the item in the Current search criteria box that you need to change, then click the **Edit** button to make your corrections. You MUST click on the **Add** button again to make the change effective.
- 6. If needed, use the **Remove** button to delete criteria.
- 7. For multiple criteria search, enter values separated by a comma and without spaces (zip code enter: 43215, 43205, 43219).



Advanced example with multiple zip codes:

- 1. Select **Total Finished Sq. Ft.**, enter 1500 into the To field and 2000 into the From field. **Click Add**
- 2. Select Year Built, enter From & To years (2000 2005). Click Add
- 3. Select Zip Code, enter zip codes followed by commas without spaces. For example: 43215, 43205



Multiple zip codes Results:

This search produces a list of all parcels that are within the entered zip code(s), have a year built between 2000 & 2005 and have square feet of 1500 to 2000. This will include all residential and commercial parcels.

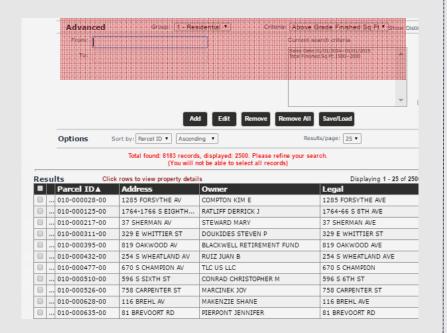
If you do not select "**Style**" or "**Land Use Code**" to narrow your search to a specific type of property, like residential or commercial, all other criteria will be generic to land or building use.

"**Style**" – Lists specific types of buildings within the selected category of commercial or residential.

"Land Use Code" — Lists the predominate use of the property. Property may be a mixed use.

Advanced example for Residential Sales:

- 1. In the **Group** drop-down, select **Residential**.
- 2. In the **Criteria** drop-down, select **Sales Date**. Enter From & To dates (01/01/2015 01/01/2016). Click **Add**.
- 3. In the **Criteria** drop-down, select **Total Finished Sq. Ft.** Enter From & To square feet (1500 2000). Click **Add**.
- 4. Click Search



Residential Sales search Results:

This search produces a list of parcels that have residential buildings with a sale date between 01/01/2015 & 01/01/2016 and have square feet of 1500 to 2000.

To refine this search further for Residential, you can also select the criteria **Style** and select a specific type of residential building: **Conventional**, **Bi-Level** or **Mid-Level**.

If you do not select "**Style**" or "**Land Use Code**" to narrow your search to a specific type of property, like residential or commercial, all other criteria will be generic to property or building use.

"Style" – Lists specific types of buildings within the selected category of commercial or residential.

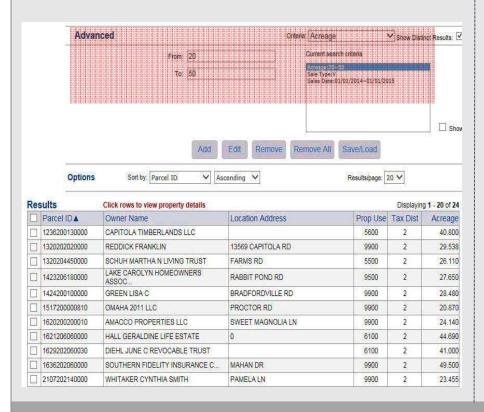
"Land Use Code" – Lists the predominate use of the

"**Land Use Code**" — Lists the predominate use of the property. Property may be a mixed use.

Please note: The instructions would be the same for **Commercial Sales**

Advanced example for Year Built:

- 1. Select Year Built, enter From & To (2015-2016).
- 2. Select Sale Date, enter From & To dates (01/01/2015 01/01/2016).



Year Built search Results:

This search produces a list of parcels that have been built between 2015 & 2016, with sales dates between 01/01/2015 & 01/01/2016. This will include all residential and commercial parcels.

Map Search

Use any of these search options to locate properties with a known location or Parcel ID.

Intersection Search: Allows user to enter two street names where intersection is known. This method is useful in locating a property when the general location is known, but not the address, owner name or Parcel ID.

Type	Results
Broad & 3rd Columbus OH	Broad St & Third St Columbus
E Broad and S Fourth St. 43215	E Broad St and South Fourth St. 43215
North High at Dublin Granville Worthington	North High St at Dublin Granville Rd. Worthington
Easton Way @ Easton Sq. 43219	Easton Way @ Easton Sq. 43219

Intersection Search:

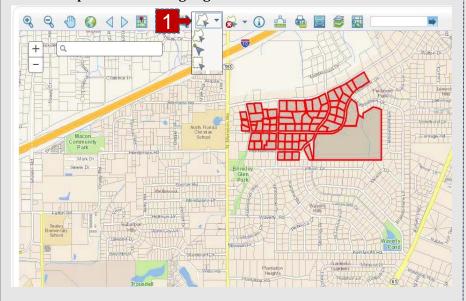
- 1. Enter two street names where an intersection is known. (High & Mound)
- 2. Must enter the City (Columbus) or the Zip Code.
- 3. The user can navigate to a nearby property.
- 4. Use the **Identify Tool** to find information on specific properties.

Note: This search can be performed from the search menu as well.

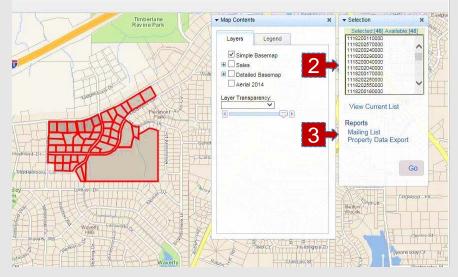


Freehand Select:

- **1. Freehand Select**: Allows user to draw a shape around a group of properties to include in a list.
- 2. Select one of five options: freehand, point, box, polygon, or line. *Freehand* allows the user to draw a line across the parcels you want to select. *Point* allows the user to click each property to select. *Box* allows the user to draw a box around the parcels intended to select. Click and hold to start and let go to finish. *Polygon* allows the user to select parcels within a unique shape. *Line* allows the user to select parcels along a designated line.
- 3. Each parcel will be highlighted and added to the selection list.



4. The selection list allows the user to view data about each parcel or create reports.



FRANKLIN COUNTY AUDITOR'S OFFICE Additional Search Features

View search results in Excel or PDF formats.

View search results into an Excel (CSV) or PDF format depending on the chosen report, please follow these steps:

- 1. Perform a desired search.
- 2. Select the records that are to be exported either one by one (click box next to Parcel ID) or by using the options in the Selection Manager (to the right of the Results grid).
- 3. Select your desired report in the Report section and click **Go**.
- 4. Click **Open** when prompted.

The Reports will display in the following format:

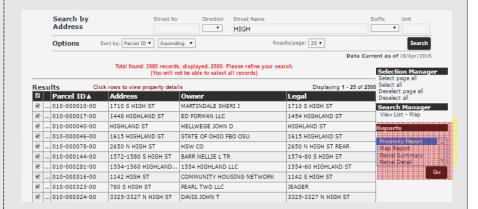
Proximity Report – CSV (Excel)

Map Report - PDF

Parcel Summary – PDF

Parcel Detail - PDF

View reports in CSV or PDF format:



FRANKLIN COUNTY AUDITOR'S OFFICE Additional Search Features

Saving Searches

Advanced Searches ~

Returning users may wish to save their search criteria for future use.

- 1. Create your search criteria selections using the "**Advanced Search**" instructions.
- 2. Click the **Save/Load** button and a dialog box will appear.
- 3. Enter a **Name** for your personal criteria search
- 4. Click **Save**. The personal criteria search is saved, provided you have cookies enabled (for details about enabling cookies, please consult your browser documentation).
- 5. The criteria will appear in the **Current Search Criteria** box on the "**Advanced Search**" page.

Loading Saved Searches

Advanced Searches ~

To open a saved search, follow these steps:

- Click the Save/Load button on the "Advanced Search" page and a dialog box will appear.
- 2. In the **Saved Searches** box, click the drop-down arrow and select the saved search you want to use.
- 3. Click **Load**. The stored criteria and values will display in the Current Search Criteria box.
- 4. Click **Search** to generate a list of results.

FRANKLIN COUNTY AUDITOR'S OFFICE Additional Search Features

Copy/Edit Saved Searches

You can create multiple saved searches that have slightly different values by copying an existing search.

- Load a saved search per the instructions in "Loading Saved Searches."
- 2. Add, edit and/or delete the criteria to make necessary modification(s) to meet your needs. Remember to use the appropriate buttons and check your criteria in the Current Search Criteria box on the right.
- 3. Click **Save/Load**. In the dialog box, save the new search with a different name than the original saved search.

FRANKLIN COUNTY AUDITOR'S OFFICE How To View Property Details

Navigating Search Results

Your search results may include one, five, ten or hundreds of property records. Before you open a property record to review it in detail, you can optionally navigate to one that is of interest to you in the results list, then select and view it first. This can save you considerable time if your search results are large. In addition, after viewing record details, you can return to this list at any time to select another record. To view record details you have several options.

- 1. Click the row in the Results grid for the property you wish to view in more detail.
- 2. Results display 25 per page, this indicates the total number of properties in this result set.
- 3. Selection Manager, provides several options to select or deselect properties in the Results grid.
- 4. Provides a printable summary of the Results grid.
- Displays total number of pages this search returned.
 You can select a page number or click the next/previous arrows to navigate.



FRANKLIN COUNTY AUDITOR'S OFFICE How To View Property Details

Browsing Property Details

Once you perform a desired search, you may view details about any of the properties in the Results grid. Select a property from your search results to view property record details. A Summary page opens with various details about the given parcel (Owner, Location, Sales, Certified Values, etc.).

- **1. Menu Options**: on the left, provide additional record details (Addresses, Owners, Building characteristics, Maps, Pictometry, etc.). Click any category to navigate to that level of detail.
- **2. Record Navigation**: on the right, allows you to view other properties from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking "Return to Search Results".



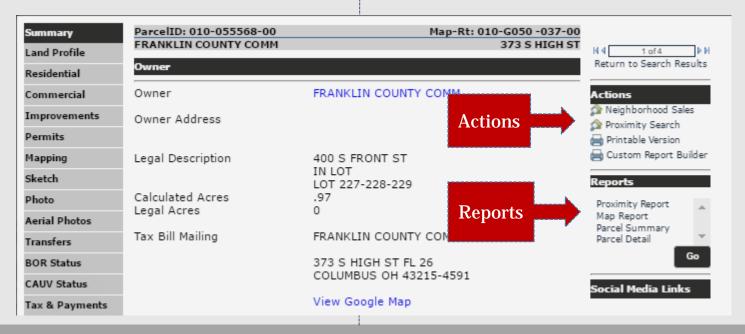
FRANKLIN COUNTY AUDITOR'S OFFICE Additional Property Record Features

Actions

- 1. **Neighborhood Sales**: generates a list of sales from the property's neighborhood for the last 18 months. You can select/view property record detail, view list on a map or export the list.
- **2. Printable Summary**: generates a printable summary of the property's "Summary" menu option.
- **3. Custom Report Builder**: generates a printable version of the menu options that the user selects

Reports

- 1. **Proximity Report**: generates a CSV file to export to Excel. This data includes parcel ID, location, owner name, & mailing address, etc.
- 2. **Property Data Export**: generates a CSV file to export to Excel. This data includes parcel ID, owner name, mailing & location addresses, legal description, values, square feet, year built, property use, acreage, building count, sales, etc.



FRANKLIN COUNTY AUDITOR'S OFFICE How To Navigate The Map

Map Details

The map menu option displays a view of the selected parcel, with the parcel highlighted. The view can be adjusted using the map tools (hover your selection arrow over any button above the map to view a tooltip description).

Map Tools



The map tools are located across the top of the map image.

- **1. Zoom In**: Click and hold left mouse button then drag a box around the area you want to zoom in further.
- **2. Zoom Out**: Click and hold left mouse button then drag a box around the area you want to zoom out further.
- **3. Pan (move)**: Click and hold left mouse button on map then drag map (move) to desired location.
- **4. Full extent**: Click button to zoom to map of entire county.
- Back/Forward: Click left arrow to view previous selections. Click right arrow to view the most recent selections.
- **6. Selection Display type**: Click button to change the selected parcel display (choose polygons or points).
- 7. **Clear Selected**: Click to reset the selection of parcels.
- **8. Zoom to selected**: Click button to zoom to the selected parcel.
- **9. Select**: Click button, choose a method for selecting parcels on the map (freehand, point & box) from the pick list.

- **10. UnSelect**: Click button to choose a method for deselecting parcels on the map (freehand, point, box, polygon and line) from the Selection list.
- **11. Buffer Select**: Allows you to select a radial distance to refine your search.
- **12. GIS Identify**: Click button then select a parcel on the map to identify and return parcel details.
- **13. Measure distance**: Click to open dialog box. Select measurement type (area, distance or point), select format, then follow instructions on screen.
- **14. Print or Download**: Left click button to open dialog box, select format & size then click select print or export. Click create map image button to execute. If custom map is chosen, set map size in pixels.
- **15. Full Screen**: Click to open map in full screen mode.
- **16. Map Contents**: Opens map contents (layers) box if not already open.
- **17. Selection Manager**: Provides several options to select or deselect properties in the Results grid.

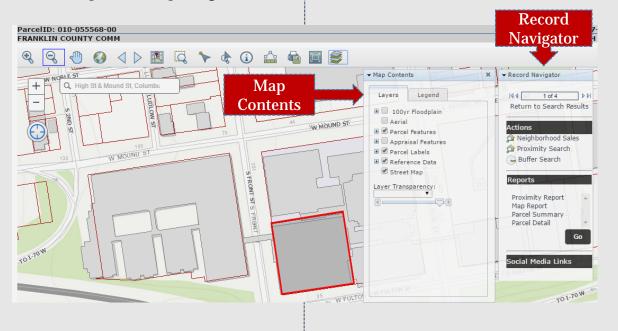
FRANKLIN COUNTY AUDITOR'S OFFICE How To Navigate The Map

Map Contents

The Map Contents box allows you to select (turn on) information (layers) you wish to view on the map in relation to your selected parcel. Click the "+" next to a layer to view additional options to select/deselect. The "x" in the upper right corner of this box closes this tool, however it can be reopened using the Map Contents tool in the tool bar across the top of the map image.

Record Navigator

The **Record Navigator** box allows you to view other properties from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking "Return to Search Results".



FRANKLIN COUNTY AUDITOR'S OFFICE How To Navigate The Map

Actions

1. Neighborhood Sales: Generates a list of sales from the selected property's neighborhood for the last 18 months. You can select/view property record detail, view list on a map or export the list.

Reports

The Reports will display in the following format:

- Proximity Report Generates the report in CSV (Excel) format. The data includes: Tax ID, Tax District Desc., School District Desc., Legal Description, Owner Name, Address, etc.
- **2. Map Report** Generates the report in PDF format. The data includes: Parcel ID, Map Routing No., Owner Name, Location, etc.
- **B.** Parcel Summary Generates the report in PDF format. The data includes: Owner name, Address, Legal Description, Mailing Address, Tax Info, Current Market Value, Building Data, etc.
- 4. **Parcel Detail** Generates the report in PDF format. The data includes Owner name, Address, Legal Description, Mailing Address, Tax Info, Current Market Value, Sales, etc.

