#### WELCOME

#### Oregon Counties Assessment and Tax System



#### **Account Search Tutorial**

Updated, September 22, 2010

# Website Search Engine



•The assessment and tax websites are updated and maintained by the County IT department.



•Account assessment information (Account Search Link) is accessed through the office websites to Helion.

#### **Account Number Conversion**

- •With the move to the ORCATS assessment & taxation system, assessment ID numbers have been converted from an alpha field to a numeric field in the database.
- Assessment ID number fields no longer contain a decimal.

To search for a property by assessment ID number, drop the decimal from the old account number.

#### For example:

- •account 12345.00 converts to 1234500;
- •account 1300.0404 converts to 13000404, etc.

#### **Account Number Conversion**

#### IMPORTANT INFORMATION REGARDING ASSESSMENT ID NUMBERS

Coos County has 54,878 Assessment Accounts.

- -Taxable, 48,221
- -Exempt, 5,657
- -Residential Improved, 21,283

#### APPROXIMATELY 400 DUPLICATE ACCOUNTS WERE RE-NUMBERED

-FREQUENTLY ACCESSED ACCOUNTS (i.e. Residential, Commercial, etc., were directly converted from alpha to numeric by removing the decimal point.

-ACCOUNT NUMBER CONVERSIONS were primarily for: Manufactured Structures; Personal Property, and Utility.

The <u>SEARCHABLE PDF REPORT</u> lists those accounts that have been renumbered.

DOWNLOADABLE PDF

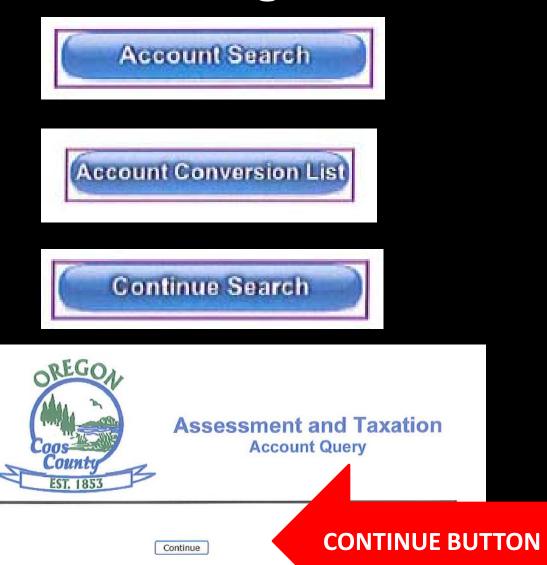


#### ORCATS ID Number Conversion 7/12/2010

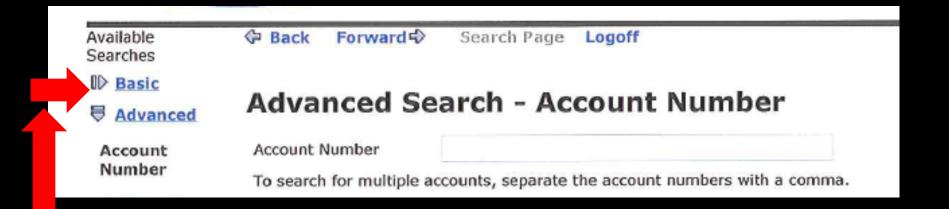
Old ID Number	Roll Type	ORCATS ID Number	
65700	Manufactured Structure	65702	
66309	Manufactured Structure	66316	
69001	Manufactured Structure	69005	
69401	Manufactured Structure	69402	
69703	Manufactured Structure	69713	
72100	Manufactured Structure	72115	
91591	Manufactured Structure	91606	
96700	Manufactured Structure	96717	
99800	Manufactured Structure	99832	
103612	Manufactured Structure	103636	
103613	Manufactured Structure	103637	
109721	Manufactured Structure	109744	
119600	Manufactured Structure	119702	
122300	Manufactured Structure	122329	
129705	Manufactured Structure	129737	
130400	Manufactured Structure	130503	

# Helion Search Engine





# Search Options



Automatically Defaults to "ADVANCED SEARCH", "ACCOUNT NUMBER".

Basic Search Recommended to start.

#### **Basic Search**

# Name Last Name: First Name: OR Business/Trust Name:

#### NAME SEARCH

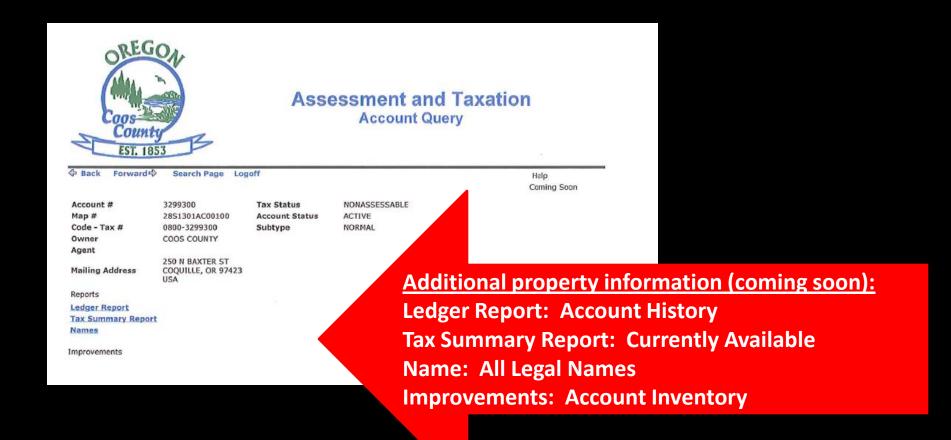
- Last Name with %(Wildcard)
- •First Name field not working, until names are parsed out during conversion process.

#### **ADDRESS SEARCH**

Number and StreetName

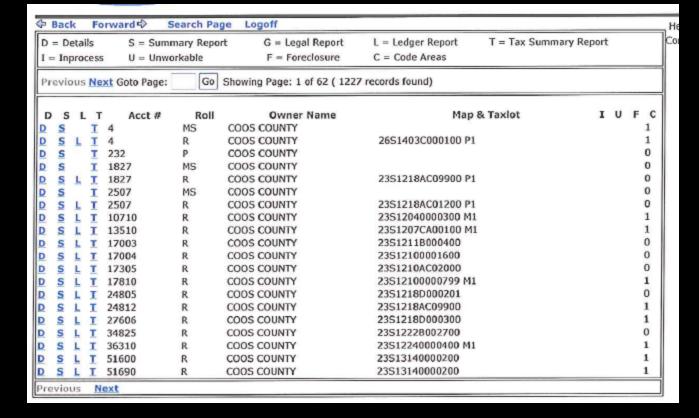
Address								
House Number:	250	Street Name:	Baxter					
Enter Street Name Only Do Not Enter Direction(NW, SE, etc.) Do Not Enter Street Type(Rd, St, Ave, etc.)								
Advanced Search Clear								

# Name, Business Name, or Address Currently provides basic information



#### **Basic Search**

Back	Forward 🗘	Search Page	Logoff	
Basic	Search			
Name				
Last Name	e:		First Name:	
OR				
Business/	Trust Name:	coos county		



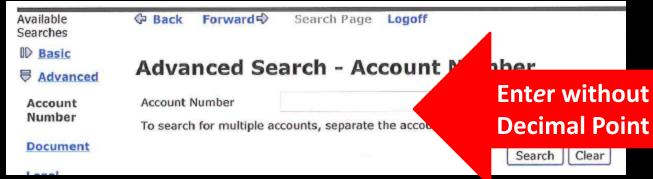
**LEGEND** 

#### Advanced Account Number Search



Automatically Defaults to ACCOUNT NUMBER





#### **Account Number Search**

Advanced Search -

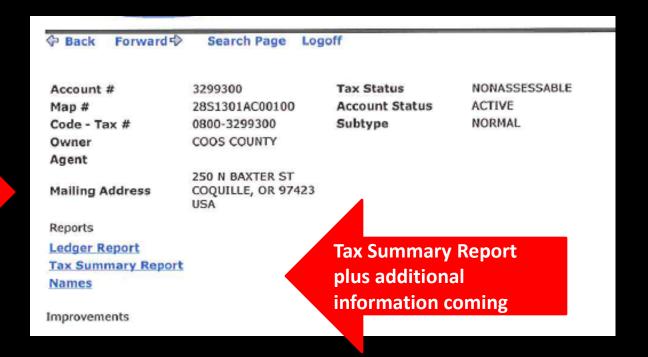
Account Number

3299300

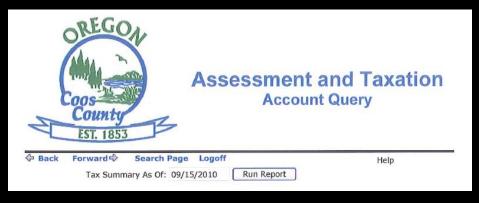
**Enter without Decimal Point** 

To search for multiple accounts, separate the account numbers with a comma.

Basic Account Information



#### Tax Summary Report



**Run Report** 

#### **Statement of Tax Account**

COOS COUNTY TAX COLLECTOR COOS COUNTY COURTHOUSE COQUILLE, OREGON 97423 (541) 396-3121 x333

9/16/2010 1:18:37 PM



Tax Account # 7178200
Account Status Aclive
Roll Type
Situs Address No situs address for this account

Lender Loan #

Property ID 489022484334-80-000

#### **Tax Summary**

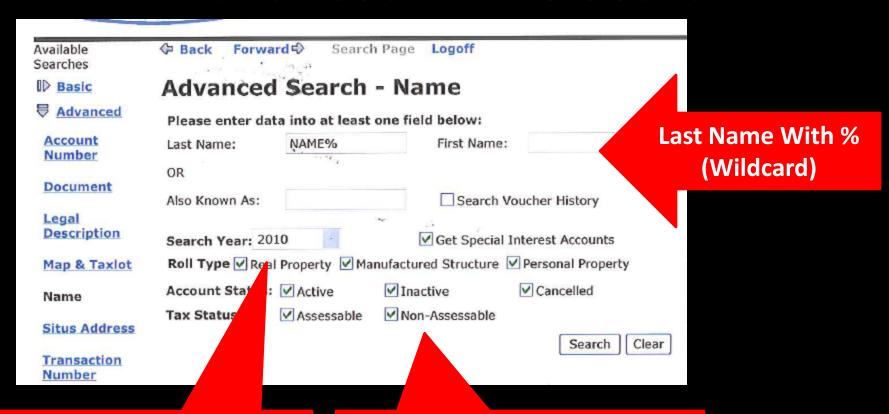
Tax Year	Tax Type		Total Due	Current Due	Interest Due	Discount Available	Original Due	Due Date
2009	ADVALOREM		0.18	0.16	0.02	0.00	0.16	Nov 15, 2009
2008	ADVALOREM		0.21	0.16	0.05	0.00	0.16	Nov 15, 2008
2007	ADVALOREM		0.21	0.16	0.05	0.00	0.16	Nov 15, 2007
2006	ADVALOREM		0.28	0.18	0.10	0.00	0.18	Nov 15, 2006
2005	ADVALOREM		0.33	0.19	0.14	0.00	0.19	Nov 15, 2005
2004	ADVALOREM		0.34	0.18	0.16	0.00	0.18	Nov 15, 2004
2004	FEE		125.05	125.05	0.00	0.00	125.05	Nov 15, 2004
2003	ADVALOREM		0.00	0.00	0.00	0.00	0.18	Nov 15, 2003
		Total	126.60	126.08	0.52	0.00		

#### Tax Notations

Notation Code	Date Added	Description	
FORECLOSURE	09/24/2008	JND CASE #: 08CV0724	
FORECLOSE 2008	07/20/2010	2008 JUDGEMENT/2010 DEED	

#### Additional Tax Notification at bottom

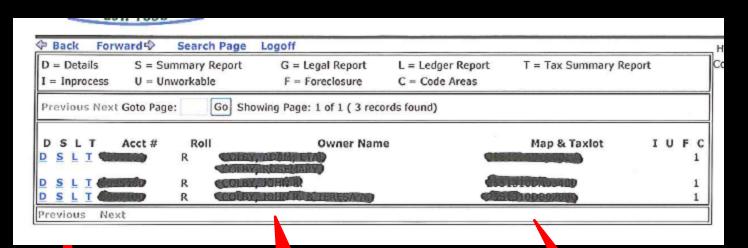
### Advanced Name Search



Mutiple Year Inquiry

Account Search
Options

#### Name Search



Inquiry options

All Accounts with Same Last Name

Map Numbers

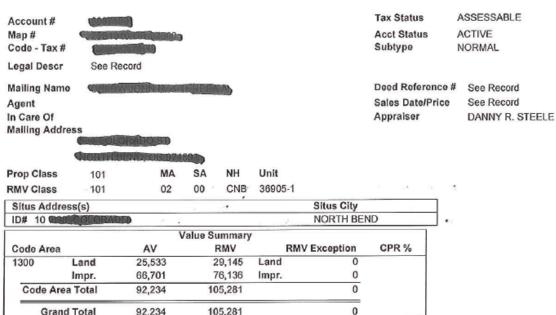
## S – Summary Report

#### **COOS County Assessor's Summary Report**

#### Real Property Assessment Report

FOR ASSESSMENT YEAR 2010 NOT OFFICIAL VALUE

September 21, 2010 11:49:50 am



Code				Plan		Land Breakdow	n					Trended
Area	ID#	RFD	Ex	Zone	Value Source	TD%	LS	Size	Land	Class	LUC	RMV
1300	10	R		R-6	Market		Α	0.00	HS		001	29,140
						Grand 1	otal	0.00				29,140
Code Area	11		'r Built	Stat Class	Description	Improvement Break	down		otal q. Ft.	Ex%	MS Acct#	Trended RMV
1300	1	1	915	131	CLASS 3 HSE SINGI	LE STORY			1,254			76,140
						-	rand Total		1,254			76,140
ode					Exemptions/S	Special Assessments	/Potential L	iability				
rea	Туре											
300												
NOTA	ATION(	S):										
0	UT OF	CYCL	FAD	DED 2006								

## T – Tax Summary Report



**Run Report** 

#### **Statement of Tax Account**

COOS COUNTY TAX COLLECTOR COOS COUNTY COURTHOUSE COQUILLE, OREGON 97423 (541) 396-3121 x333

9/16/2010 1:18:37 PM



Tax Account # Account Status

7178200 Active

Real Property

Roll Type No situs address for this account Situs Address

Lender Loan#

Property ID 4902 248 1334 B0 0020 Interest To Oct 15, 2010

#### Tax Summary

Tax	Tax		Total	Current	Interest	Discount	Original	Due
Year	Туре		Due	Due	Due	Available	Due	Date
2009	ADVALOREM		0.18	0.16	0.02	0.00	0.16	Nov 15, 2009
2008	ADVALOREM		0.21	0.16	0.05	0.00	0.16	Nov 15, 2008
2007	ADVALOREM		0.21	0.16	0.05	0.00	0.16	Nov 15, 2007
2006	ADVALOREM		0.28	0.18	0.10	0.00	0.18	Nov 15, 2006
2005	ADVALOREM		0.33	0.19	0.14	0.00	0.19	Nov 15, 2005
2004	ADVALOREM		0.34	0.18	0.16	0.00	0.18	Nov 15, 2004
2004	FEE		125.05	125.05	0.00	0.00	125.05	Nov 15, 2004
2003	ADVALOREM		0.00	0.00	0.00	0.00	0.18	Nov 15, 2003
		Total	126.60	126.08	0.52	0.00		

#### **Tax Notations**

Notation Date Code Added		Description	,
FORECLOSURE	09/24/2008	JND CASE #: 08CV0724	
FORECLOSE 2008	07/20/2010	2008 JUDGEMENT/2010 DEED	

Map Number Search



Example 1: Township 28, Range 13, Section 01, Quarter Section AC, Tax Lot No. 100

Enter: 28S1301AC00100

Tax lots number require 5 numeric digits

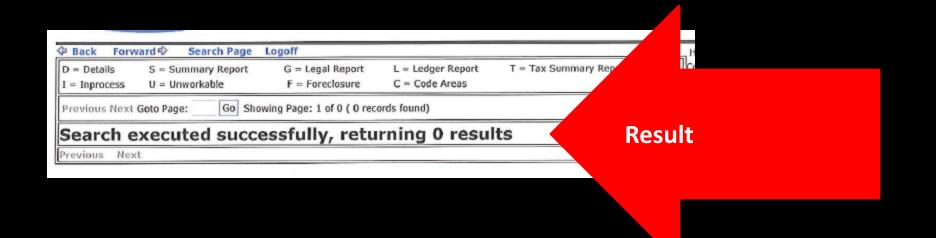
Example 2: Township 23, Range 13, Section 25, Quarter Section NONE, Tax Lot No. 400

Enter: 23s1425<mark>00</mark>00400

**Enter zeros for missing quarter section** 

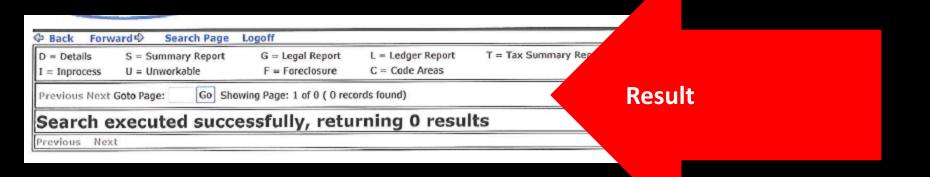
#### Site Address Search – Still Problematic



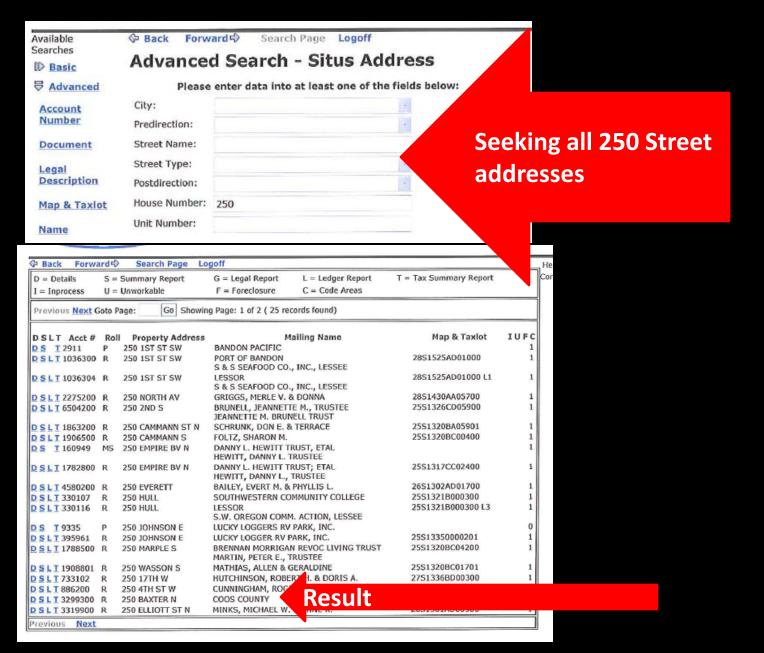


#### Site Address Search – Still Problematic





## Site Address Search – Still Problematic



# **Getting Help**



Voucher Number

#### Assessment and Taxation Account Query

Available Searches		th Page Logoff
D Basic	<b>Advanced Search</b>	- Name
<b>▼</b> Advanced	Please enter data into at leas	t one field below:
Account Number	Last Name:	First Name:
Document	OR	
Document	Also Known As:	Search Voucher History
Legal Description	Search Year: 2010	☑ Get Special Interest Accounts
Map & Taxlot	Roll Type Real Property M	anufactured Structure  Personal Property
Name	Account Status: ✓ Active	✓ Inactive ✓ Cancelled
Situs Address	Tax Status: Assessable	✓ Non-Assessable
Transaction Number		Search   Cle

#### Help

To search for an account by name, enter any information about the name on the account and click search.

- Search criteria can only be entered into the Last Name and First Name areas OR the Also Known As area.
- Check the Search Voucher History checkbox in order to find accounts currently OR previously owned by anyone meeting the search criteria.

The following wildcard characters can be used to narrow and expand your search results:

- Percentage(%)--Matches any string of characters.
- Underscore(\_)--Matches any single character.

Helpful instructions are provided in the right Column

# Getting Help (cont)

Adam Colby, Assessor 541-396-3121 Ext. 268 or 275 ccaoassr@co.coos.or.us

Mary Barton, Treasurer/Tax Collector 541-396-3121 Ext. 333 coostax@co.coos.or.us

The technical professionals at Helion are working diligently to help solve the data conversion issues encountered on the search engine.

Helion has also provided Parsing tools for staff to help clean up the converted data.

We appreciate your helpful feedback, and patience you have demonstrated as we collectively continue to work through the conversion process.

# Website Information and Updates are MARKET DRIVEN

Tell us what's working, not working, and what additional items you would like available.

- Website additions directly from customer feedback:
  - Foreclosures
  - Veteran's
  - Senior Deferral
  - Exemptions
- Coming Soon:
  - Personal Property and Mobile Homes

### Future ORCATS Benefits

- Pay Property Tax Bills Online.
- Enhanced Search Inquiries, including multiple years.
- View the same Tax and Assessment pages used by office personnel.
- Increased synergy with new websites, to include enhanced market information to include: Geographic Information System (GIS) color aerial maps with parcel and assessment data, and foreclosures information, etc.
- Additional website information will include, current and older photos, building diagrams, and previously archived paper assessment records.

# 

#