

# Garfield County Assessor's Office Search Tips

You can perform searches by entering one or more pieces of information about an account. The more information you enter, the more focused the search results will be. **DON'T FORGET** to click the Clear Search button before starting a new search.

## Basic Search

**Account Number:** If you know the Account Number enter it in the format shown above the Account Number field i.e. R14005. Note: Real property Accounts start with R, Personal Property Accounts start with P, Oil and Gas Accounts start with the letter O, Factory Built Homes start with M, State Assessed Accounts start with C. **HOT TIP: To find all Personal Property Accounts, Enter P\*** You could combine this with other fields, such as CITY/ZIP to find all of the personal property accounts within a City or Zip Code.

**Parcel Number:** If you know the Parcel Number you can enter it here, with no dashes (-) i.e. 399305211076. **HOT TIP: You may enter partial parcel numbers followed by \* .** For example if you are looking for all of the properties in parcel map 2177 Section 30, enter 217730\*

**Normal vs. Advanced Search:** Normal searches will search for a name in the order you entered it. You will need to enter Last Name first. For example, if you enter: Franklin Benjamin Normal, the system will return the owner(s) named Franklin Benjamin but not Franklin Roosevelt.

Advanced searches work more like an Internet search engine. The order of the words doesn't matter. For example, if you enter: Franklin Benjamin Advanced, the system will return owner(s) named Benjamin Franklin and Franklin Roosevelt and Benjamin Moore. **PLEASE NOTE: This type of search is only available on the Owner Name and Business Name field. At present, the search defaults to NORMAL. If you would like the advanced option, click the arrow beside NORMAL and then click in the space below NORMAL. This will give you an advanced search.**

**Owner's Name:** You can enter the Owners Name (last name, first name) in this field. If the Owner Name you are looking for is Harvey Smith you should enter it as Smith Harvey or just enter Smith and choose from the list. With Owner Name you have the option of a Normal or Advanced search. **HOT TIP: You can search by last name only. You don't have to know the first name.**

**Business Name:** You can enter a Business Name in this field i.e. Home Depot. With Business name, you have the option of a Normal or Advanced Search. This is a new field for the Assessor's office so it will take some time to populate.

**Situs Address:** If you know the physical address of the property you may enter it here i.e. 16365 6420. or you may just enter the street name. If you choose not to enter a city or zip code the search will return results for ALL matches. For example if you search by Main St., you will get all Main St. that exist in each city. You can refine your search by

entering the city or zip code. **HOT TIP:** County Road has always been a difficult search. In this system you may enter the County Road number followed by an asterisk and get much better results. For example, to find all of the properties located on County Road 130, simply enter 130\*

**Legal Description:** If you enter the name of a Subdivision, as you type a list will appear for you to select a Subdivision from. When using subdivision searches, you can search on just the Subdivision, the Subdivision and Block or the Subdivision, Block and Lot. Ranges of Lots can be specified by using a colon i.e. 12:30 would be lots 12 through 30.**HOT TIP:** You can use the Asterisk to search for all filings of a particular subdivision. For instance to search all of the filings in Aspen Glen, you would enter the following information: Aspen Glen\*

**Tract Legal:** You have to enter the Township and Range and may choose to refine this by entering the section and quarter section. Garfield County does not use Sixteenth of a section.

**Wild Card:** The \* character is a wild card character. It can be used in both Normal and Advanced Searches. It can be substituted for any other character or characters. For example, if you enter: Frank\*Ben\* Normal, the system will return accounts belonging to Benjamin Franklin and Bennie Frankenstein. This can be useful if you are unsure about spelling.

## Sales Search

The user needs to click on the Sales Search option in the upper left hand corner to use the following searches:

**Subdivision Search:** You can search over multiple Subdivisions or just one. You simply need to type the name of the Subdivision into the Subdivision field and put a \* at the end. The \* is a wild card as described above. This search gives the user sale information, book & page or reception number, legal description. The user can access the account from here by simply clicking on the account number. The user can combine the Basic Search with the Advanced Search or use them separately.

**Sale Date Search:** You can enter a Sale Date range to search sales within a specified range i.e. 01/01/06 to 05/01/06. Enter slashes between month, day and year. If you click on the calendar icon ( ) next to the Sale Date fields you can simply click on a date within a specific month and the date will automatically populate the fields. You could also add a Sales Price range or combine the Advanced Search option, like Subdivision or Section, Township and Range.

**Sales Price Search** You can enter a Sale Price range to search sales within a specified range i.e. 100000 to 150000. Do not enter \$, decimals or commas, enter Sales Price as whole numbers. You could also add a Sale Date range or combine with the Advanced Search option, like Subdivision or Section, Township and Range.