

## TIP – Record Search

Whenever searching for a record, it is strongly recommended that you search by only ONE field (unless otherwise indicated) to avoid a failed search.

Please note that either the *Application reference* or the *Parcel ID* are the preferred fields to use for a successful search.

### Application Reference (*preferred*)

- All Applications have an Application number assigned to them.

### Location

- Location searches require a street number AND a street name.
- Please make sure to use the US Postal Service abbreviation(s) as shown below.

|  |                  |                |            |
|--|------------------|----------------|------------|
| North = N  | South = S        | East = E       | West = W   |
| Avenue = AVE   | Boulevard = BLVD | Circle = C     | Drive = DR |
| ROAD = RD  | Street = ST      | Terrace = TERR | WAY = WY   |
| <i>ALL street numbers are spelled out (e.g., 1<sup>st</sup> = FIRST, 3<sup>rd</sup> = THIRD, 6<sup>th</sup> = SIXTH, etc.)</i> |                  |                |            |

- For example, 317 West 6th Street would be searched for as: 317 W SIXTH ST

### Owner/Contractor ID

- All customer records in Munis have a Customer CID.
- CIDs are included on permits, notices, and invoices.

### Owner/Contractor Name

- All customer/contractor records require a name. Unfortunately, sometimes names are provided to the system inadvertently misspelled or with the first name and last name flipped.
- Try entering a partial name, or just a first or last name, in case the full name doesn't provide the expected results.

### Parcel ID (*preferred*)

- All property records in Munis have a Parcel ID.
- The ACCOUNT number from the Real Estate Tax Bill is your Parcel ID.