CITRUS COUNTY PROPERTY APPRAISER’S OFFICE
How to perform a search

- **Address Search**

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

  1. **For best results leave off the street suffix.**
  2. **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.**

<table>
<thead>
<tr>
<th>Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 W Liberty</td>
<td>101 W Liberty</td>
</tr>
<tr>
<td>Liberty</td>
<td>All parcels on a street named Liberty</td>
</tr>
<tr>
<td>W Liberty</td>
<td>All Parcels on W Liberty</td>
</tr>
</tbody>
</table>
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• Owner / Name Search

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

1. Type in the full name or part of the full name into the search box (LastName FirstName without commas).
2. Use the * as a wild card to match any string of characters. A wild card is assumed at the end on any string of characters.

<table>
<thead>
<tr>
<th>Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith John</td>
<td>Smith John</td>
</tr>
<tr>
<td>B*ow</td>
<td>Brown, Barlow, Below, etc.</td>
</tr>
<tr>
<td>Grant</td>
<td>Grant, Grantham, Grantz, etc.</td>
</tr>
</tbody>
</table>
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. Click the Add button and the criteria will appear in the Current Search Criteria box to the right.
4. Click Search or 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 (pc code enter: 0100,0200,0400).
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• Advanced Search Example:

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

This search example will return all River Front residential parcels up to 1 Acre with 3 or 4 bedrooms that sold between Jan & Nov 2015.
• Export results to Excel:

To export search results into a CSV format that can be used with Excel, 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 Alt key) or by using the options in the Selection Manager (to the right of the Results grid).
3. Select the Mailing List or Attribute Export in the Report section and click GO.
4. Click Open when prompted.
Advanced Search Save / Load feature:

• Saving Searches:
Returning users may wish to save their search criteria for future use.

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

• Load Saved Searches:
To open, "Load", a saved search, follow these steps:

1. 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 on Load. The stored criteria and values will display in the Current Search Criteria box.
4. Click the Search button to generate a list of results.
Advanced Search Save / Load feature:

- Copy Saved Searches:
  You can create multiple saved searches that have slightly different values by copying an existing search.

1. Load a saved search per instructions above.
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 the Save/Load button. In the dialog box, save the new search with a different name than the original saved search.
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 20 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.
5. Displays total number of pages this search returned. You can select a page number or click the next/previous arrows to navigate.
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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. Printable Version: generates a printable version of the menu option that you are currently viewing.

• Reports
  1. Mailing List: generates a CSV file to export to Excel. This data includes parcel ID, location, owner name, & mailing address.
  2. Property Attribute 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.
How to perform a search

- **Map Search**
  Use this search option to locate properties with a known location or Altkey / Parcel ID.

1. **Zoom Search**: Allows user to draw a box around the area of interest. This method is useful in locating a property when the general location is known, but not the address, owner name or Parcel ID.
2. **Search by Altkey**: Allows user to enter a Altkey number to zoom to property.
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How to perform a search

• **Freehand Select**

1. Select one of three options: freehand, point or box. 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. Left click and hold to start and let go to finish.

2. Each parcel will be highlighted and added to the selection list.

3. The selection list allows the user to view data about each parcel or create reports.
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How to perform a search

• Altkey Map Search

1. Enter Altkey of property you want to view on the map and press enter or click arrow to search.
2. The map will highlight and zoom to the parcel entered.
How to navigate the map

Map Tools:

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.
5. 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: Clears selected parcels from list.
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, choose a method for clearing parcels.
11. Buffer: Select a parcel, click buffer tool and add distance to buffer.
12. Identify: Click button then select a parcel on the map to identify and return parcel details.
13. Measure: 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.
17. Selection Manager: Opens or closes selection manager.
18. Altkey search: Enter 7 digit Altkey, click arrow to search.