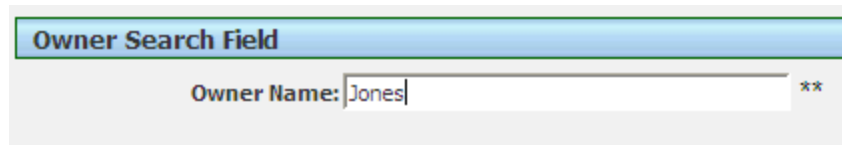


To assist users of our on-line services the following is provided.

Basically the best manner to look up property records is to limit the search criteria to include only as much identifying information as necessary. If you provide too much information you may not receive any results because the search logic is to match all of the fields provided. For instance, if you were to include the last name of a property owner whose property is located on State St with a street address of State Street or State Avenue the on-line search would produce no results. The logic that is used is very literal.

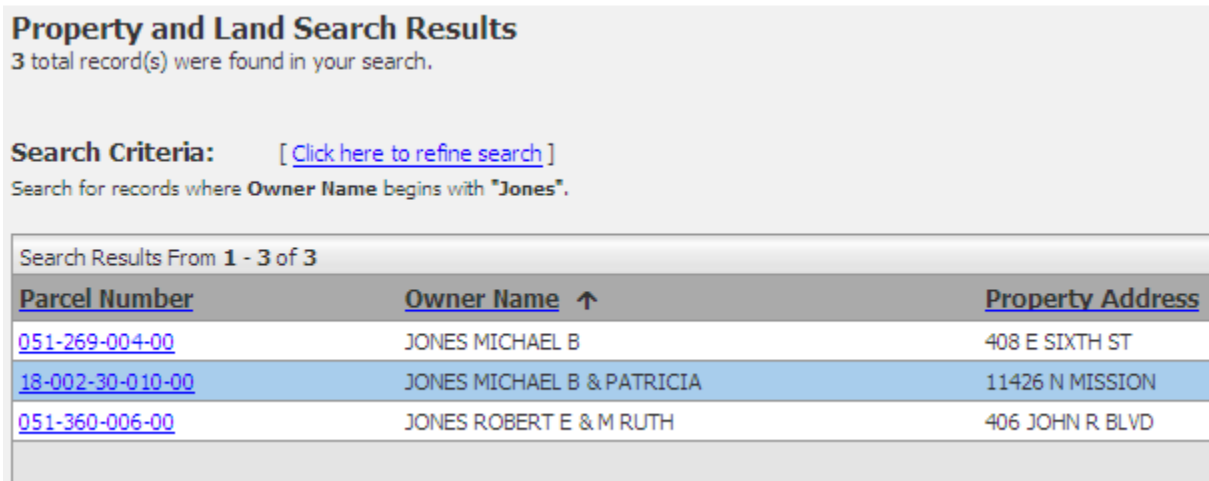
It is generally easier to find the records that you are looking for by typing in only the common value(s) that fit the search that you are attempting to complete. For instance, if you type in just the last name of a property owner and then click on the search button as indicated immediately below...



Owner Search Field

Owner Name: Jones **

You will then receive a list of parcels that match this search criteria from which you can then select the record that you were looking for by clicking on the hyperlinked parcel number. For instance, the example below presents the search results for a search completed within the assessing records.



Property and Land Search Results
3 total record(s) were found in your search.

Search Criteria: [[Click here to refine search](#)]
Search for records where **Owner Name** begins with "Jones".

Search Results From 1 - 3 of 3

<u>Parcel Number</u>	<u>Owner Name</u> ↑	<u>Property Address</u>
051-269-004-00	JONES MICHAEL B	408 E SIXTH ST
18-002-30-010-00	JONES MICHAEL B & PATRICIA	11426 N MISSION
051-360-006-00	JONES ROBERT E & M RUTH	406 JOHN R BLVD

Getting use to using the on-line services can take a little bit of time to learn if you want to/need to use restrictive type of searches. However, as indicated above basic searches can be completed reasonably easily. These instructions are basically the same for each of the on-line services that are currently provided by the City of Clare which include assessing, property tax, utility and building permits.

There are also times when the on-line system is unavailable due to scheduled maintenance or other factors outside of the City's control. However, because our on-line services are so widely used and important to so many people and businesses in our community we do check them frequently to insure that everything is working properly and that the systems are available. If you experience any outages with our on-line services or if they are not working properly please report the issue to either myself or any member of our City Hall staff.

If you have any questions about using the City of Clare's on-line services or would like to see a live demonstration let me know.

Steven J. Kingsbury
Treasurer, Finance Director and
Director of Information Technology
City of Clare
skingsbury@cityofclare.org
989-386-7541 extension 107

Tax History Search Page

The top of the page displays a path: [Main](#) > [Tax History](#) > [Tax History Search](#) . At any time, click an underlined section of the path to return to that page.

Enter the parcel number, or part of the parcel number, in the Parcel Number field and click the button. For example, if you enter **03**, the Search Results page will yield all records beginning with 03.

Beneath the Parcel Number search field is a format example of the parcel numbers used by the unit. Follow this format when typing in the parcel number you're searching for.

For example...

...if the format is ##-##-###, type in (this is just an example) 01-001-001.

...if the format is 03-##-###-###, you may omit the "03" and type (this is just an example) 01-001-001.

You must include the dashes (or spaces, if used instead of dashes) when typing.

Searching by Owner Name

Enter the owner name, or part of the owner name, in the Owner Name field and click the button. For example, if you enter **Haw**, the Search Results page will yield all records for which the owner name begins with "Haw" (Hawkins, Hawley, etc.).

Searching by Address

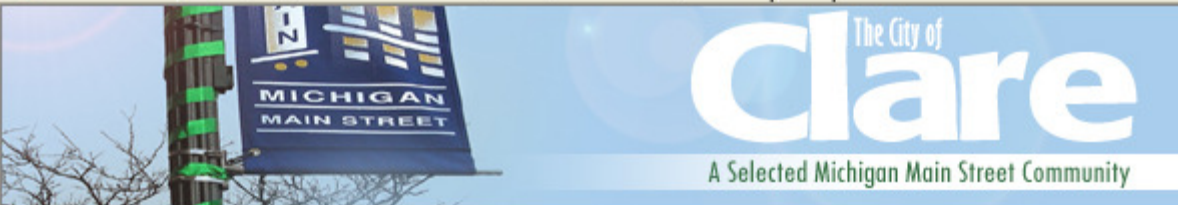
Enter all or part of the Street Name, and/or Street Number (or range of numbers), and/or Street Direction in the appropriate fields and click the button. When searching by Address, you are required to at least enter a street name or street number.

Note on the Street Number search: if you only enter a "From" number, for example, 1100, the Search Results page will yield all records with street numbers equal to or greater than 1100. Make sure to enter a "To" number to narrow the search.

Records per Page

Click the radio button - - to the left of the number of records you would like to appear on the Search Results page that comes up upon clicking the button.

For example, if your Records per Page setting is 10 , up to ten records will appear on the Search Results page; if more than ten records were found, a "next page" link is provided.



Logged in as: Anonymous User

Home |

Services

Assessing

Property and Land Search

Assessing Comparables Search

Current Tax

Current Tax Search

Building Department

Building Department Search

Utility Billing

Utility Billing Search

Back to Main

collapse the menu

Click this button to collapse the above menu to the top of the screen.

Main > Current Tax > Current Tax Search

Current Tax Search

Search and view various tax information.

Address Search Fields

Street Name: **

Street Number: * TO

Street Dir:

Parcel Number Search Field

Parcel Number: **

Owner Search Field

Owner Name: **

Records Per Page: 10 15 25 35 45 50
(Number of results that will be displayed per page)

Search

Clear Form