INSTRUCTIONS - Real Property Search

Topic Links - Click a link below to jump to a particular topic, or scroll to view all content.

- Property Search Page – [How to find the Property Search page]
- Search for Records – [How to search for real property records]
- Tabs – [How to use the Property Search tabs]
- More Search Options – [How to show all available search options]
- AutoComplete – [How to use the AutoComplete option list]
- Help – [How to get help entering search criteria]
- Data Column Visibility – [How to hide/show data columns in your search results]
- Data Column Sorting – [How to sort data columns in your search results]
- Property Details – [How to view details about a specific property]
- Document Links – [How to access Print, Plat, Drawing, TRIM, Taxes, etc.]
- Map Links – [How to view the subject property on a map]
- Data Links – [How to view more information on the Details tab]
**Property Search Page:** The Property Search page is accessible as follows:

**Menu:** The menu is available on every page and contains links to all website content.

![Menu Image](image1.png)

**Slider:** The navigation slider is available on every page and contains links to our most popular pages.

![Slider Image](image2.png)

**Home Page** ([www.BCPAO.us](http://www.BCPAO.us)):

![Home Page Image](image3.png)

**Footer:** The Footer is available at the bottom of every page and provides links to a few of our common pages as well as links to other websites including city, county, state, and federal agencies not affiliated with BCPAO:

![Footer Image](image4.png)

**Real Property Search Instructions**

**Search for Records:** Our new **Real Property Search** enables you to search our records by entering criteria for a single search option, or by combining any number of search options. Our new Real Property Search does not restrict you to pre-grouped search criteria. You may define your search any way you like.

![Search Image](image5.png)
**Tabs:** There are four tabs on the Property Search page: Search, Results, Details, and Maps:

At any time, you can click a tab to view its content. Everything you need to conduct a property search, view a grid of search results, view individual property details, and view an interactive map is available in neatly-organized tabs, all on one page:

- The **Search** tab contains all search tools to query BCPAO records.
- The **Results** tab shows a grid of your search results after you conduct a search.
- The **Details** tab shows property details for an individual property. After conducting a search, if more than one property is found, the Results tab opens with a grid from which to select a single property to view its details. If only one property is found from your search, the Details tab automatically opens.
- The **Maps** tab contains a selection of interactive maps integrated with the Details tab. However, maps on the Maps tab can also be viewed full-page in their own window as stand-alone map applications.

**Single Search:** Enter criteria in any input field, and then click **Search**:

**More Search Options:** Click More Search Options to view all available real property search options:

**Combination Search:** Our new Real Property Search does not restrict you to pre-grouped search criteria. You may enter as many or as few criteria as you choose. For example, you can search for all sales in a given subdivision, or refine it further by entering additional criteria such as base area, year built, property use, etc. As you refine your search, only properties that meet your specific search criteria are found, and, you can add or remove criteria at any time to change your search without having to start over.

The example below shows how to search for detached single-family riverfront homes between 5,000 and 8,000 square-feet built between 2000 and 2016 on between 0.75 and 1.5 acres in zip-code 32937 or 32903 with a dock and screened pool that were sold between 01-01-2016 and 01-01-2018 for between $1,500,000 and $2,500,000. Click More Search Options, enter the search criteria, and then click **Search**.
AutoComplete: If you pause when entering text in the input field, a list of options opens (similar to Google, Bing, Yahoo, etc.). You can select an option from the list, or ignore the list and enter your own text. You can also shut off AutoComplete by unchecking the Show AutoComplete checkbox.
Help: If you need help entering your search criteria, click Help to open a tool panel with instructions:

You can enter your search criteria directly into the main input field, or use the Help tools. As you use the tools, your input automatically populates the main input field for you. Click INSTRUCTIONS for more help with entering your search criteria. The Results tab automatically opens after Go Real Property Search is clicked:

Data Column Visibility: Click Choose Columns to change the columns shown in the results grid (hiding or showing columns does not change your search criteria):
Data Column Sorting: Click the header row of any data column to sort the results grid by that column. A ▼ down-arrow indicates a descending sort (from highest to lowest or from Z to A). An ▲ up-arrow indicates an ascending sort (from lowest to highest or from A to Z):

Property Details: If your search resulted in more than one record found, the Results tab will list your search results with basic information. Click any row in the Results grid to view more details about that account (if only one record was found, the Details tab opens automatically):

Document Links: The Details tab contains links to Print, Plat, Drawing, TRIM, Taxes, etc.:

The Prev and Next buttons load property details for the previous or next property based on the account number. For example if the current account is 9999901, clicking the Next button will load details for 9999902 (or the next available account) in numeric order. The Email link enables you to send a link of the current property Details page through your device’s default email application (if one is available).

Map Links: The map links on the Details tab load the subject property in a map on the Maps tab:
MapView: Our interactive web map with parcels, streets, subdivisions, orthogonal aerials, etc.

EagleView: A customized Pictometry oblique aerial image viewer for various years of imagery.

NOTE: If the Maps tab is clicked instead of one of these map buttons, the default MapView will load and zoom to the property identified on the Details tab. (More about maps here.)

Data Links: There are various links on the Details tab. Click blue text to view more information:

For example, clicking the Parcel ID link opens a message showing the parcel ID formats:

Other data links open lookup tables:

Please contact us if to report any issues, or if you need further assistance with our website.

View MapView Instructions
View EagleView Instructions
View Tangible Property Search Instructions