INSTRUCTIONS - Tangible Property Search

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

Property Search Page: The Property Search page is accessible as follows:
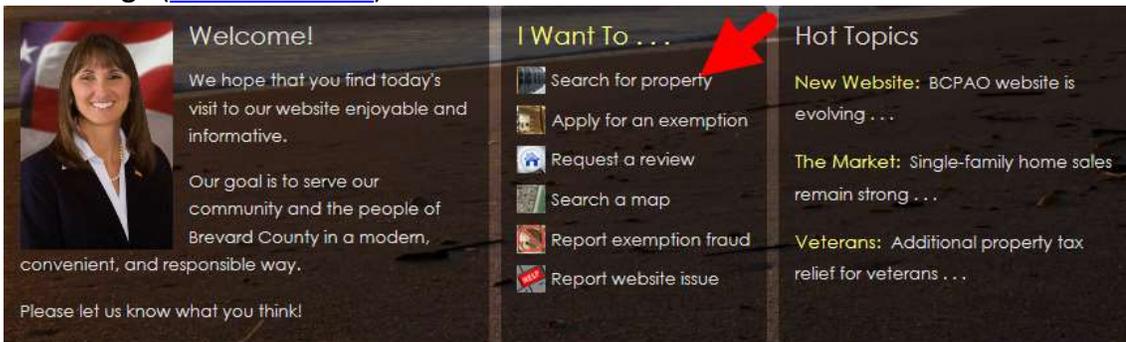
Menu: The menu is available on every page and contains links to all website content.
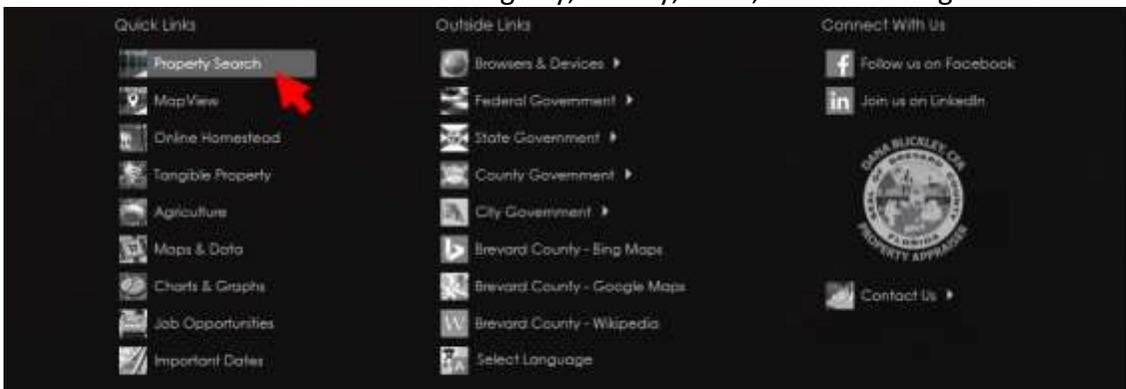

Slider: The navigation slider is available on every page and contains links to our most popular pages.

Home Page (www.BCPAO.us):

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:

Tangible Property Search Instructions

Search for Records: Our new **Tangible Property Search** enables you to search our records by entering criteria for a single search option. There is no need to enter more than a single search option because each available search type already uniquely identifies tangible personal property records.

Enter criteria in any ONE input field, and then click the corresponding **Search** button:

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:

Single Search Only: Tangible Property Search only searches by one input field at a time. If search criteria are entered into more than one input field, Tangible Property Search will not remove it, but only the active input field will be used in your search. To search by a given criterion, click inside the input field to activate the corresponding **Search** button.

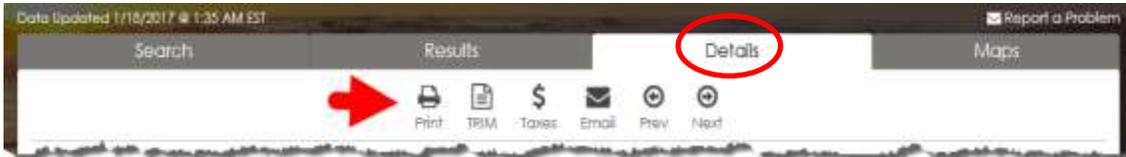**Property Details:** If your search resulted in more than one record found, the **Results** tab will list your search results with basic information Click any row in the **Results** grid to view more details about that account (if only one record was found, the **Details** tab opens automatically):

Document Links: The **Details** contains links to Print, 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).

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

View MapView Instructions

View EagleView Instructions

View Real Property Search Instructions