

INSTRUCTIONS - Tangible Property Search

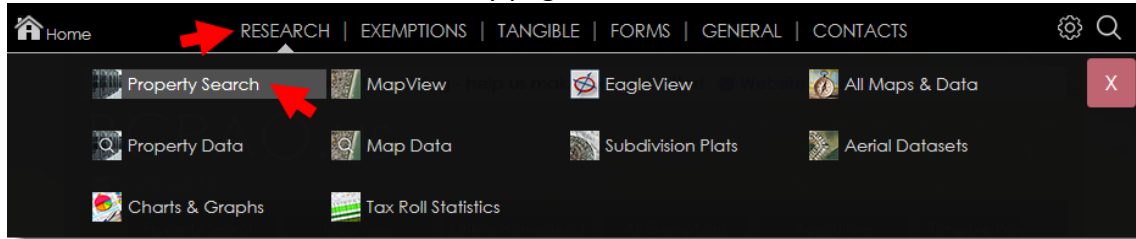


Topic Links - Click a [link](#) below to jump to a particular topic, or scroll to view all content.

- **Property Search Page** – [How to find the Property Search page](#)
- **Search for Records** – [How to search for tangible property records](#)
- **AutoComplete** – [How to use the AutoComplete option list](#)
- **Help** – [How to get help entering search criteria](#)
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- **Property Details** – [How to view details about a specific property](#)
- **Document Links** – [How to access Print, Plat, Drawing, TRIM, Taxes, etc.](#)

Property Search Page: The Property Search page is accessible as follows:

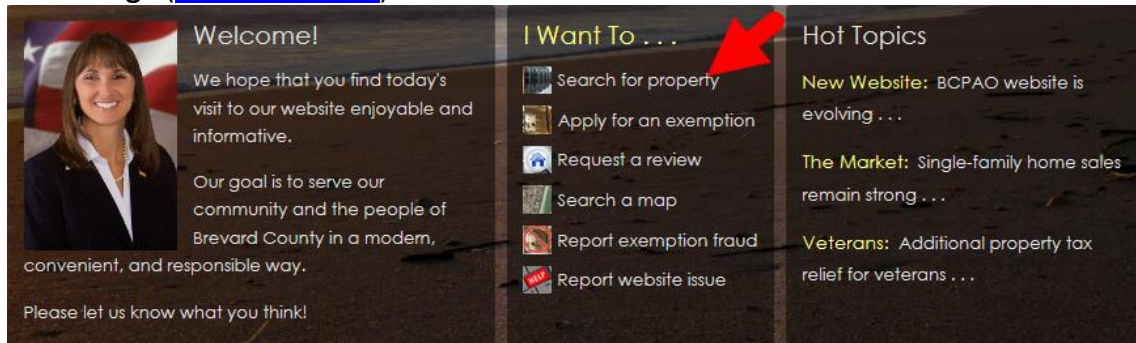
Menu: The menu is available on every page and contains links to all website content.



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 **Go Tangible Property Search**:

TANGIBLE PROPERTY SEARCH ⓘ
Enter search criteria in any ONE field below:

Business/Owner Name: PIZZA Help Clear
TPP Account: Ex. P234567 Help Clear
Business License: Ex. 987654321 Help Clear
Parcel ID: Ex. 20G-35-03-XY-234-5.67 Help Clear

FIND TANGIBLE PROPERTY RECORDS WHERE ... BUSINESS = PIZZA

Clear All Go Tangible Property 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.

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Search Results Details Maps

Exclude Inactive Records ⓘ Show AutoComplete ⓘ

REAL PROPERTY SEARCH ⓘ INSTRUCTIONS

Enter search criteria in ONE or MORE fields below:

Owner Name: BREVARD COUNTY SCH X Help Clear
Site Address: SCHOOL BOARD OF BREVARD COUNTY Help Clear
Account Number: SCHOOL BOARD OF BREVARD COUNTY FL Help Clear

Help: If you need help entering your search criteria, click **Help** to open a tool panel with instructions:

Parcel ID: 26-36-16-XX-*33 Close Clear

Enter search criteria directly in the field above or use the optional tools below.

Enter a full or partial parcel ID directly in the **Parcel ID** field above with each part separated by a dash (instructions below) or use the tools below.

Township: 26
Range: 36
Section: 16
Subdivision: XX
Block: Ex. 1234
Lot: 33

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, Property Search will not remove it, but only the active input field (the field that has a green background) will be used in your search. To switch to a different input field, simply click inside the input field. In the example below, search criteria was entered into the **Business/Owner Name**, **Business License**, and **Parcel ID** input fields, but only **Business License** will be used in the search:

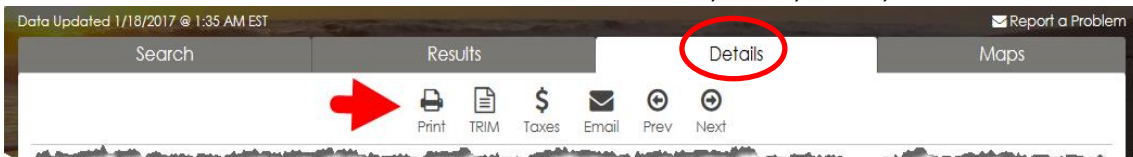
The screenshot shows the 'TANGIBLE PROPERTY SEARCH' interface. It has a header with 'INSTRUCTIONS' and a sub-header 'Enter search criteria in any ONE field below:'. There are four input fields: 'Business/Owner Name' (PIZZA), 'TPP Account' (P234567), 'Business License' (987654321), and 'Parcel ID' (26-36-16-XX-*-123). Each field has a 'Help' button and a 'Clear' button. At the bottom, there are 'Clear All' and 'Go Tangible Property Search' buttons. The 'Business License' field is highlighted in green, indicating it is the active search field.

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):

The screenshot shows the 'Results' tab of the search interface. It has a header with 'Search', 'Results', 'Details', and 'Maps'. Below the header, there are navigation controls (First, 1, Last) and export options (XLSX, CSV). A table displays search results with columns: Account, Business Name, Business Address, Business License, and Status. A red arrow points to the first row of the table.

Account	Business Name	Business Address	Business License	Status
P009495	Brevard County Sheriff Department	909 Lane Ave Unit Sncctr Titusville FL 32780	--	Active
P084126	Brevard County Sheriff's Office Police Athletic League Inc	700 S Park Ave Titusville FL 32780	--	Active

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](#)