COLUMBIA COUNTY ASSESSOR
WEB QUERY INSTRUCTIONS

Go to the Columbia County website at: http://www.co.columbia.or.us/

Click on the *"Find Property Assessment Information"* link.

Scroll to the **Assessment & Taxation Public Access Information System** section, and click on the *"click here"* link.

Under the **A&T Web Query** section, read the posted disclaimer. Next, click on *"By clicking here, you have read and agree to the above disclaimer and wish to proceed to the A&T Web Query"* to accept the terms of use for this query.

At the left of the screen, click on the search desired. There are several search options available:

- Account Number
- Document
- Legal Description
- Map & Taxlot
- Name
- Situs Address
- Transaction Number
- Voucher Number

Searching for a **single account number:**
1. Enter the account number in the textbox and click search.
2. To search for multiple account numbers at one time, separate the individual accounts using a comma.
3. Account numbers cannot contain any letters, symbols or special characters (% *).

To search for **a document:**
1. Enter any or all of the available information about the document and click search.
2. Document Year must be a four(4) digit year and cannot contain any special characters (% *).
3. Document Number cannot contain any letters or symbols and cannot contain any special characters (% *).
4. Document Source ID cannot contain any special characters (% _*).

To search for an account **by legal description**:
1. Enter the legal description text in the textbox, select whether the subdivision "Starts With" or "Contains" the text entered in the legal description and click the "Fill Subdivision" button.
2. All matching subdivisions will be provided in a list below the "Fill Subdivision" button. Select the desired subdivision and click search.
3. To narrow the search results further, select the lot of the account and click search.
4. To narrow the search results even further, select the lot and block and click search.

To search for an account **by map and taxlot:**
1. Enter the map and taxlot information into the textbox and click search.
2. No special characters (% *) are allowed when searching for a map and taxlot.

To search for an account **by name:**

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1. Enter any information about the name on the account and click search.
2. Search criteria can only be entered into the "Last Name" and "First Name" areas or the "Also Known As" area.
3. Check the "Search Voucher History" checkbox in order to find accounts currently or previously owned by anyone meeting the search criteria.
4. The following wildcard characters can be used to narrow and expand your search results:
   - Percentage "%" – Matches any string of characters.
   - Underscore "_ " – Matches any single character.

To search for an account **by situs address:**
1. Enter any or all of the available information about the situs address and click search.
2. There are two (2) different ways to search for a specific street name:
   - A) The street name can be searched by entering the name of the street in the text box, or
   - B) The street name can be searched by selecting a city from the drop down list and clicking the "Fill Street Names" button. This will populate a list of all the available street names for the selected city which can then be selected.

To search **by a single transaction number:**
1. Enter the transaction number in the textbox and click search.
2. To search for multiple transaction numbers at one time, separate the individual transaction numbers using a comma (,).
3. No special characters (% _ *) are allowed when searching for transaction numbers.
4. Transaction numbers cannot contain any letters or symbols.

To search **by a single voucher number**:
1. Enter the voucher number in the textbox and click search.
2. To search for multiple voucher numbers at one time, separate the individual voucher numbers using a comma (,).
3. No special characters (% _ *) are allowed when searching for voucher numbers.
4. Voucher numbers cannot contain any letters or symbols.

Once the query is complete, the results will be listed. Click on the report needed. The following is a key for the various reports available:

D = Details	I = In process
S = Summary Report	U = Unworkable
G = Legal Report	F = Foreclosure
L = Ledger Report	C = Code Areas
T = Tax Summary Report	