Data Search Manual

The Pinellas County Property Appraiser’s website provides a powerful Property Record search engine. It also provides general information about the Property Appraiser’s office such as office locations and filing deadlines, gives an overview of the ad valorem taxing process, and keeps you updated on changing legislation that may affect you.

This site, designed entirely in-house, contains a number of features:

- Search by address, property owner, subdivision or condominium name, sale parameters, and more
- Property value history
- Mailing and site address identification
- Customized Sales queries
- Save Our Homes Cap Portability Calculator
- Link to Current tax bill
- New Maps with optional aerial overlays
- Latest Sales and Transaction Information
- Property Tax Exemption Information
- Office locations, hours, and important deadlines/yearly deadlines
- The latest on property tax legislation to keep you informed
- Information and Resources on the Flood Insurance Reform Act

As always, if you would prefer to speak with a Public Information Representative, please call our office Monday through Friday between 8:00 a.m. and 5:00 p.m. (excluding holidays) at (727) 464-3207.

Contents

Data Search Manual .................................................................................................................................................................................. 1
Popular Site Usage ................................................................................................................................................................................ 2
Search Methods .................................................................................................................................................................................. 2
Search Our Database: By Address ..................................................................................................................................................... 3
Search Our Database: By Name ........................................................................................................................................................ 4
Search Our Database: By Official Record Book/Page ........................................................................................................................ 4
Search Our Database: By Parcel Number .......................................................................................................................................... 5
Search Our Database: By Plat Book / Page ........................................................................................................................................ 5
Search Our Database: By Advanced / Sales Criteria .......................................................................................................................... 5
Search Our Database: By Subdivision / Condo Name .......................................................................................................................... 7
Search Our Database: By Map........................................................................................................................................................... 7
Forms and Applications ..................................................................................................................................................................... 7
Downloads/Reports/Maps ................................................................................................................................................................ 7
Sales Data Downloads ....................................................................................................................................................................... 8

Disclaimer – Public information data is furnished by the Property appraiser’s office and must be accepted and used by the recipient with the understanding that the data received was developed and collected for the purpose of developing a Property Tax Roll per Florida Statute. The Pinellas County Property Appraiser’s Office makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this data for any other particular use. Furthermore, the Property Appraiser’s Office assumes no liability whatsoever associated with the use of misuse of such data.

All square footage estimates are derived from exterior wall measurements, which is the standard in the appraisal industry. Builders frequently use interior dimensions and they may differ from those displayed on our site property records.
Popular Site Usage

While the website contains a wealth of information, many inquiries start and end with information on a parcel’s online property record card. What follows is an overview of various ways to search our website to find a property record card or a group of cards.

Search Methods

Property information can be found in several ways when you select “Search Our Database” from the blue menu bar. A sub-menu automatically appears for you to choose your search preference whether it is by Address, Name, etc.:

Clicking directly on the word “Search Our Database” takes you to a page that may be bookmarked for future use.

Pinellas County Property Appraiser
Database Search

Owner or Business Name
Subdivision or Condominium Name
Property Address
P.p Book/Page
Parcel Number
Advanced/Sales
OR Book/Page
Search Our Database: By Address

Enter building number (if known), street name, and city (if known). Do not enter state or zip code.

For numbered addresses, you must add the ordinal (ST, ND, TH) with no space (ex. 1ST, 102ND, 45TH, etc.).

Omit the direction (North, South, etc.) from the end of the street name.

Addresses on US 19 must be entered as “US Highway 19”.

To display all parcels on a street, do not include a house or building number, just the street name.

Omitting the Street Type will return all street types for the given street name (Street, Lane, Drive, etc.).

Choose the number of records to be shown, then click “Submit” to view results or “Reset” to clear entry.
Our database follows the US Post Office address conventions.

Data displayed as ******** / ******** is “protected” pursuant to F.S. 119.071 (4)(d). All protected parcels have certain fields redacted in order to protect the home address of qualifying property owners. Making this information available for search and download will provide better service to our customers, while allowing us to comply with the laws governing both public records and confidentiality of information. If you have any questions please call us at (727) 464-3207.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Parcel Info</th>
<th>Ownership</th>
<th>Property Use</th>
<th>Map</th>
<th>Subdivision/Condo Name</th>
<th>Plat Book/Page</th>
<th>OR Book/Page</th>
<th>Tax Dist</th>
<th>Short Legal</th>
<th>Change Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMODORE ST</td>
<td>03-72-15.65720-001</td>
<td>Single Family Home</td>
<td>X</td>
<td>BAY TERRACE AND BAY TERRACE ADD</td>
<td>013-022</td>
<td>5</td>
<td>CW</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view the Ownership and building detail, click on the parcel number. Click “X” to link to the map of the parcel. To view a short legal description, hover the cursor over the “X” located at the end of each line. A tool tip will reveal the short legal description.

Search Our Database: By Name

There are several methods to search by owner or business name.

- Enter the last name (JONES),
- Enter Last name, comma, space, first name or initial (JONES, JANE)
- Enter all or part of a business name of the business who owns the property. Note that this is the name of the business as it appears on the title or deed, which many times differs from the name(s) under which a business may operate. E.g., a restaurant titled “Best Eats” may be owned by John Doe, LLC. While a search for “Best Eats” would not yield a return, a search for John Doe may provide the information.
- Use the percent character (%) as a wild card on any search. Note: The % character is not allowed as the first character.
- The underscore (_) matches one character. To search for variant spellings of a last name, such as REILLY, search typing “R__LY”

Search Our Database: By Official Record Book/Page

Enter the Official Record Book number followed by the Submit button. The number must be entered as five digits, a slash, four digits
(xxxx/xxxx). Add zeros to the beginning of the number until you have the required amount.

Search Our Database: By Parcel Number
Enter parcel number. Searches can be performed by full parcel number or a portion of the parcel number, leaving the boxes of the unknown numbers blank. Select “Submit” to display results.

Search Our Database: By Plat Book / Page
Enter the OR book number, a slash, and the page number. To search for just a book, simply enter the book number. Select “Submit” to display results.

Search Our Database: By Advanced / Sales Criteria
This feature allows you to query our database to select the relevant data from various field options. E.g., search by property use, extra features, exemptions, location, value, sale date, or sale price. You can then choose which data fields you wish to review, including sales data such as qualified/unqualified, transfer date, etc., then view or download the information in .csv, .xls, or .xml formats.
There are three steps to the advanced search method.

1. Select data from the following criteria.
   a. Property Types
   b. Exemptions
   c. Extra Features
   d. Just/Market Value Ranges
   e. Assessed Value Ranges
   f. Taxable Value Ranges
   g. Sale Price Ranges
   h. Sale Date Range
   i. Site Address Zip Codes
   j. Township/Ranges
   k. Section/Township/Ranges
   l. Tax Districts
   m. Subdivisions
   n. Tax Increment Finance Districts (TIFs)

Select the criteria you want to use to narrow your search. E.g., select all properties with a particular property use code, in a particular subdivision or tax district, or properties with a particular sale date/price range.

2. Select the information to appear on your report for each of the sections selected in Step 1. E.g., click on the button “Select only the basic fields for output” to pull up general property information, including parcel number, owner’s name, mailing address, etc. You can then manually select any additional fields you are interested in, such as sale information or structural elements. Choose data fields for final report from the following criteria:
   a. Owner Mail
   b. Property Value
   c. Sales
   d. Structural Elements
   e. Site Address
   f. Extra Features
   g. Exemptions
   h. Parcel Value
   i. Land

3. Choose report type output then click the “Submit” button.
Search Our Database: By Subdivision / Condo Name

Enter the name of the Subdivision or Condominium followed by the “Submit” button. You are not required to enter an apartment number.

![Search Database Form]

Search Our Database: By Map

After clicking “ok” to the Tax Parcel View Disclaimer, the map will be displayed in a new window.

![Tax Parcel Viewer]

Follow the directions on the left side of the page. If you need additional assistance, click the button for the Parcel Viewer User Manual.

Forms and Applications

From the blue menu bar on the left of the main web page, there is a link to “Forms/Applications.” The link takes you to a list of forms available for download. Most of the forms may be completed online, or you can print and manually write on the form. Please remember that the form is not complete without a signature. After the finished form is signed, you can mail or hand deliver it to one of our offices.

Downloads/Reports/Maps
For those familiar with manipulating large databases and shape files, you can download the property tax roll from our website. Follow the “Downloads/Reports/Maps” link from the left menu bar then select “Database Files.” Here you can download tax roll files, parcel shape files, value history, and access our data using a web service (SOAP access).

Sales Data Downloads

If you are looking primarily for sales information, you can download a list by date ranges of all the deeds processed through our office. Follow the “Downloads/Reports/Maps” link from the left menu bar then select “Map Downloads & Sales/Deed Transactions.” The deed reports include all sales, qualified or unqualified. The file can be downloaded to Excel for sorting by any criteria (such as subdivision, price, etc.).

If you need further assistance navigating our webpage, please call us at (727) 464-3207.