

PIRS Search Examples

The key to producing meaningful reports, mailing labels and graphs in PIRS begins with specifying the database search criteria.

PIRS search criteria can be used alone or in conjunction with other search criteria and include:

1. Tax ID or Parcel ID
2. Landuse Type
3. Subdivision Name
4. Radius Search
5. MMTGIS Map Area
6. Certified Owner's Name and Address
7. Minimum and maximum range values
8. Parcel Location
9. Legal Keyword and Extra Features
10. Homestead Exempt and Non Homestead Exempt

The screenshot shows the 'PIRS - Enter Search Criteria - FL_2008_SANTAROSA' application window. The interface includes a menu bar (File, Setup, Print, Clear All Fields, Restore/Save Criteria, Search, Help) and several search criteria sections:

- Tax ID/Parcel ID (1):** A text input field with a 'Select...' dropdown.
- Landuse (2):** A dropdown menu with '<All Landuse Types>' selected.
- Subdivision (3):** A dropdown menu with '<All Subdivisions>' selected.
- Radius Search (4):** A checkbox that is currently unchecked.
- Use Area Selected from MMTGIS Maps (5):** A checkbox that is currently unchecked, with a 'Select Map Area' button.
- Value Ranges (7):** A section with multiple 'From' and 'To' input fields for Just/Mkt Value, Assessed Value, Land Value, Yr Built (Effective), SQFT (Effective/Adj), Landsize (Acres), # of Bedrooms, # of Bathrooms, Hist Sale Price, Hist Sale Date (MMYYYY), Hist Book/Page, and Hist Instr #.
- Owner's Name & Address (Certified Only) (6):** Fields for Owner Name (Select...), Street Address, City, State (Select... <All States>), Zip, and Country. Includes checkboxes for 'Exclude State(s)', 'Exclude Zip(s)', and 'Outside USA'.
- Parcel Location (8):** Fields for Prop Ref/Map No (Sec, Twn, Rng), Subdiv Code, Street Name (Select... <All Streets>), Street Number (From, To, Odd, Even), Street Direction (<All Directions>), and City. Includes checkboxes for 'Homestead Exempt Only', 'Non Homestead Exempt Only', and 'Exclude Zip(s)'.
- Legal/Extras (9):** A 'Legal Keyword' dropdown (Brief Legal) and a text input field for 'Enter Up to 4 Extras/Areas/Features (i.e. Pool, Patio, Dock, Brick, Carpet, etc.)'.

At the bottom of the window are 'Search' and 'Exit' buttons.

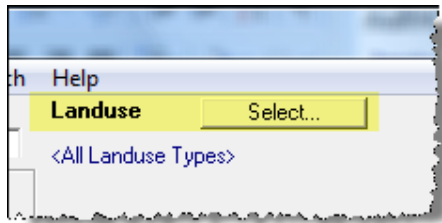
PIRS Search 1: Search by Landuse and Just Market Value

In this example we'll search for all single family residential parcels in the county with a just market value between 200,000 and 250,000.

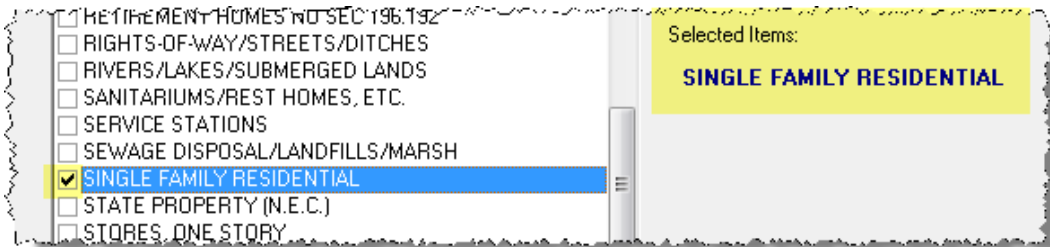
Search Criteria Includes:

- a. Landuse = Single Family Residential
 - b. Just/Mkt Value = 200,000 – 250,000
-

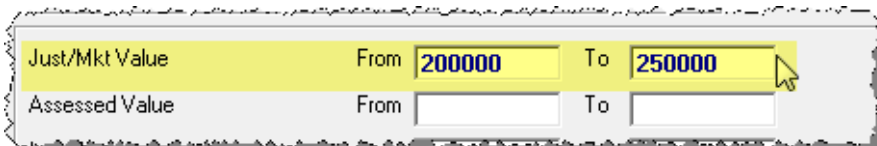
1) First, on the Search screen, we'll click on the Select button next to Landuse.



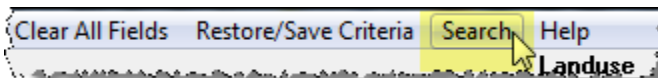
2) Next, from the look-up menu that displays we'll place a checkmark by Single Family Residential and click OK.



3) Finally, back on the PIRS Search screen we'll enter a starting range of 200000 and an ending range of 250000.



4) Then we'll click on Search:



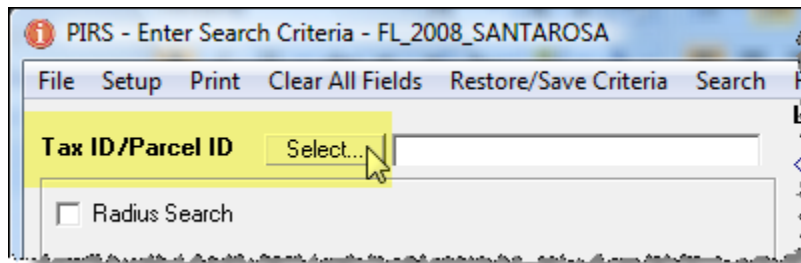
Search 2: Search for a Specific Parcel by Tax ID

In this example we'll search for a specific Tax ID number. If we already knew the number we could enter it directly into the Tax ID box. In this case we are going to look up the number by the owner's name.

Search Criteria Includes:

Tax ID/Parcel ID – owner name of Aaron K. Smith

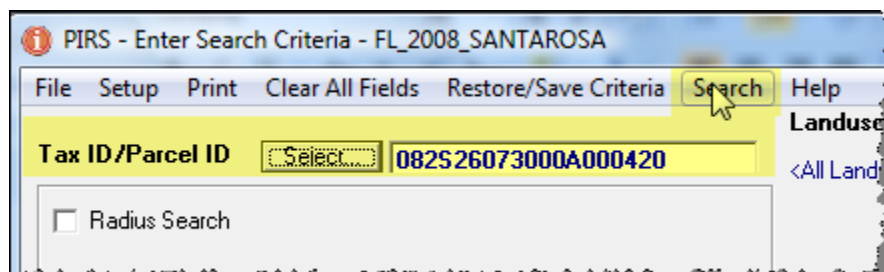
- 1) First, on the Search screen we'll click on the Select button next to Tax ID/Parcel ID.



- 2) From the next screen that displays we'll click on the column header we want as our lookup (either Tax ID/ Parcel ID or Owners Name), in this case it's Owner's Name. The screen below shows lookup by Owner Name.

TaxIDParcelID	OwnersName	
	SMITH	
332N280000029030000	SMITH & WEST INC	COM S
241N28022700C000030	SMITH A JAY & LYN M	BAY P
082S26073000A000420	SMITH AARON K & ERIKA A	COUNT
082S26073000B000160	SMITH ADAM J & SHARON R	COUNT

- 3) Back on the Search screen, the Tax ID number for the name on which we clicked displays in the Tax ID box, we then click on Search from the top menu bar.



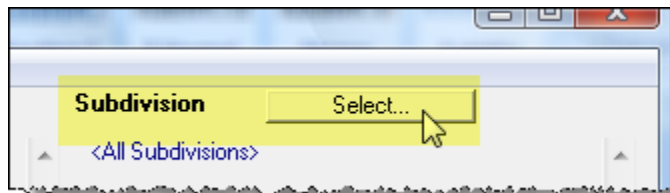
Search 3: Search by Subdivision Name and Square Footage

In this example we'll search in the subdivision of Berkeley Forest for all parcels with less than 3000 square feet of heated and cooled space.

Search Criteria Includes:

- a. Subdivision = Berkeley Forest
- b. SQFT = To: 3000
- c. SQFT = Heated/Cooled selected from drop-down menu

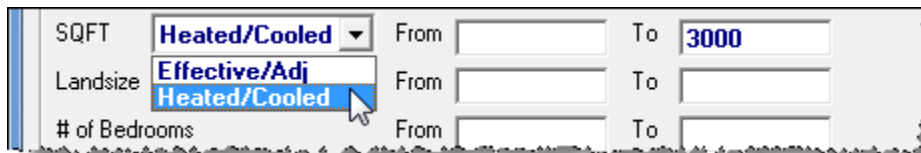
1) First, we'll click on the Select button next to Subdivision.



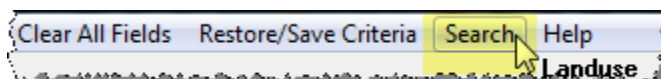
2) Next, from the look-up menu that displays we'll place a checkmark by Berkley Forest.



3) Back on the Search screen enter an ending Square Footage (SQFT) range of 3000. (Note by using the drop-down arrow you can select either Effective/Adjusted square footage or Heated/Cooled square footage).



4) Click on Search:



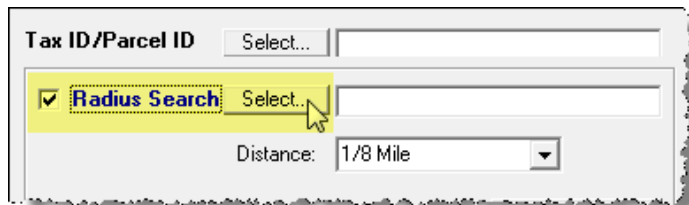
Search 4: Search by Radius

In this example we'll search for all parcels which have between 2 and 4 bedrooms located within a one mile radius of a specific tax ID number.

Search Criteria:

- a. Radius Search Starting Point = owner name of Aaron K. Smith
 - b. Radius Search Distance = 1 mile
 - c. # of Bedrooms = From: 2, To: 4
-

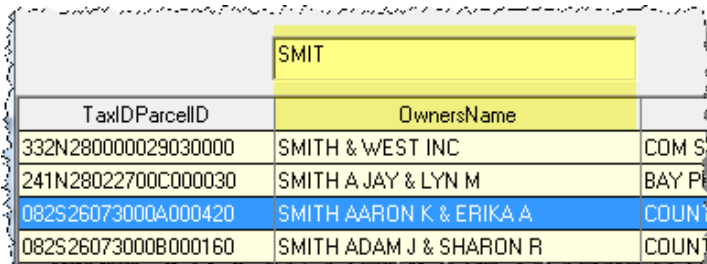
- 1) First, on the Search screen we'll place a checkmark by Radius Search and then click on the Select button to choose the parcel that will be our tax ID starting point.



The screenshot shows a search form with the following elements:

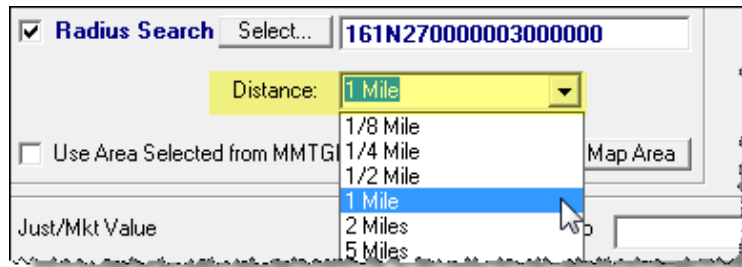
- A dropdown menu labeled "Tax ID/Parcel ID" with "Select..." text.
- A checked checkbox labeled "Radius Search" with a "Select..." dropdown menu next to it.
- A "Distance:" label followed by a dropdown menu currently set to "1/8 Mile".

- 2) From the next screen that displays we'll click on the column header we want as our lookup (either Owners Name, Street Name or Parcel Address). We'll choose to look up by Owner Name and in the box that displays we'll starting typing the name "Smith". As we type, they system finds matches and we can then highlight the name we want and click OK.

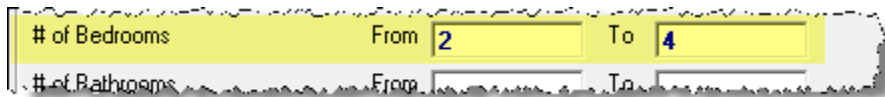


TaxIDParcelID	OwnersName	
	SMITH	
332N280000029030000	SMITH & WEST INC	COM S
241N28022700C000030	SMITH A JAY & LYN M	BAY P
082S26073000A000420	SMITH AARON K & ERIKA A	COUN
082S26073000B000160	SMITH ADAM J & SHARON R	COUNT

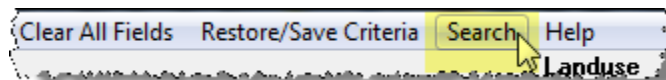
- 3) Next, back on the Search screen we'll click the drop-down arrow underneath Radius Search and select a radius distance of 1 mile. Note that the tax ID number of the parcel selected on the previous screen now displays in the Radius Search box.



4) Finally, on the Search screen, in the "# of Bedrooms" field we'll enter from 2 to 4.



5) Then click on Search:



Search 5: Search by Owner's Name

In this example we'll search for every parcel owned by a specified full owner name. We'll also search based on a partial owner name and use a wildcard asterisk to find all matches so we can further narrow down our search. Finally, we'll search by opening a pop-up menu and searching by owner name.

Search Criteria:

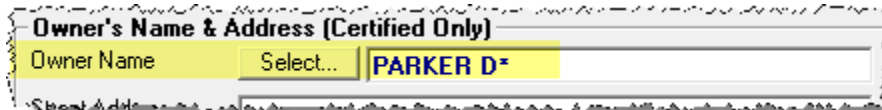
Owner Name = owner name of Donald Parker

- 1) On the Search screen enter the full owner's name, or as shown below you can enter a partial name with an asterisk wildcard. This will find all owners who have a last name of Parker and a first name of Donald.



The screenshot shows a form titled "Owner's Name & Address (Certified Only)". It has two main input fields: "Owner Name" and "Street Address". The "Owner Name" field is highlighted in yellow and contains the text "PARKER DONALD". To the left of the "Owner Name" field is a "Select..." button. The "Street Address" field is empty.

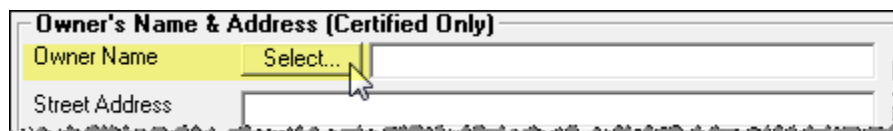
- 2) In the example below we are using a wildcard asterisk (*) to help us search for owner's name. A wildcard asterisk (*) is helpful in narrowing down the results if you are unsure of the owner's full name. The example below will display all owners who have a last name of Parker and a first name that starts with D.



The screenshot shows the same form as above. The "Owner Name" field now contains "PARKER D*", where the asterisk is a wildcard. The "Street Address" field is empty.

NOTE: The wildcard asterisk (*) can be used in any input field.

- 3) Another way to search of the owner's name is to click on the Select button and view a full listing of owner's names. As you starting typing the owner name in the input box, the system narrows down the list to find your match.



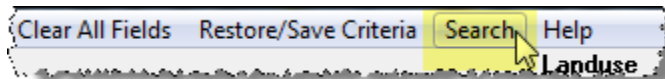
The screenshot shows the form with the "Owner Name" field empty. The "Select..." button is highlighted with a mouse cursor pointing at it. The "Street Address" field is empty.

File Help

Parker Dd

Owners Name	Legal De
PARKER DONALD R TRUSTEE &	ROBLEDAL ESTATES UNIT 3 LOT 8 BL
PARKER DONALD R TRUSTEE &	ROBLEDAL ESTATES UNIT 3 LOT 9 BL
PARKER ELAINE T	HOLLEY BY THE SEA LOT 45 BLK 2 09

4) Click on Search.



Search 6: Search by Owner's State

In this example we'll search for all parcels where the certified owner resides in a specified state.

Search Criteria:

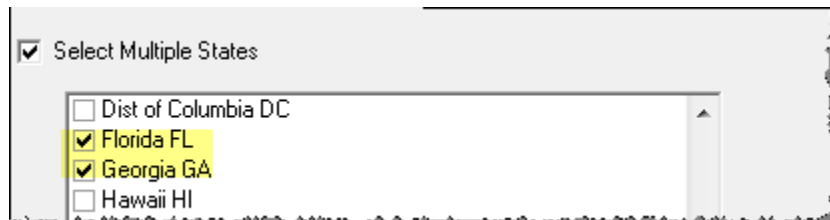
Certified Owner State = Florida and Georgia

- 1) To search for all owners who live in the states of Florida and Georgia, click the Select button and view a full listing of all states.



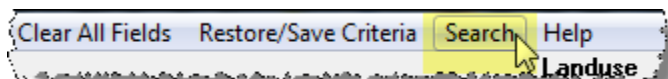
A screenshot of a search criteria form. The 'State' dropdown menu is open, showing '<All States>'. The 'Zip' field is empty. There are checkboxes for 'Exclude State(s)', 'Exclude Zip(s)', and 'Outside USA'. The 'Country' field is empty.

- 2) Simply place a checkmark by the states you want included in your search results.



A screenshot of the state selection list. The 'Select Multiple States' checkbox is checked. The list includes: 'Dist of Columbia DC' (unchecked), 'Florida FL' (checked), 'Georgia GA' (checked), and 'Hawaii HI' (unchecked).

- 3) Click on Search:



A screenshot of the search buttons. The buttons are 'Clear All Fields', 'Restore/Save Criteria', 'Search', and 'Help'. The 'Search' button is highlighted in yellow.

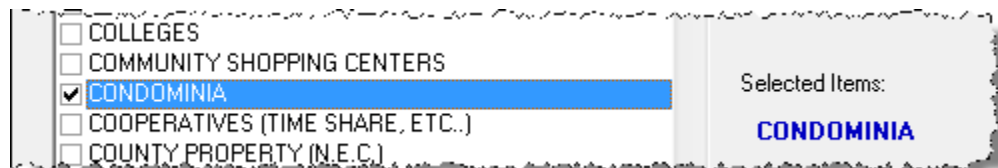
Search 7: Search for Out-of-State Owners

In this example we'll search for all condominium units of a specific community with certified owners who live out-of-state.

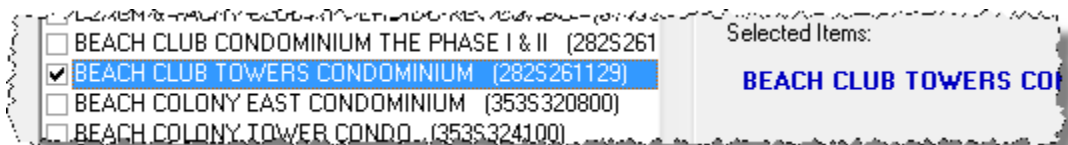
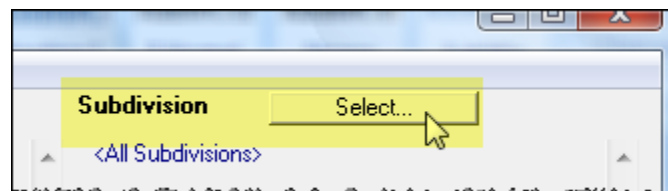
Search Criteria:

- a. Landuse = Condominia
 - b. Subdivision = Beach Club Towers Condominium
 - c. State = Florida, with "Exclude State(s)" checked
-

1) First, we'll select the Landuse type of Condominia.



2) Next, we'll identify the Condominium name by click on Select next to Subdivision and choosing Beach Club.



- 3) Next, we'll identify the owner's state we want to exclude from the search results by clicking on Select next to Owner's State in the Certified Owner's Name & Address Section.

Owner's Name & Address (Certified Only)

Owner Name

Street Address

City

State Zip

Exclude State(s) Exclude Zip(s)

Country Outside USA

- 4) Then on the next screen that displays we'll place a checkmark by Florida and make certain to check the box to exclude the selected state.

Dist of Columbia DC

Florida FL

Georgia GA

Hawaii HI

Idaho ID

Exclude All Selected States

- 5) Click on Search:

Clear All Fields Restore/Save Criteria **Search** Help Landuse

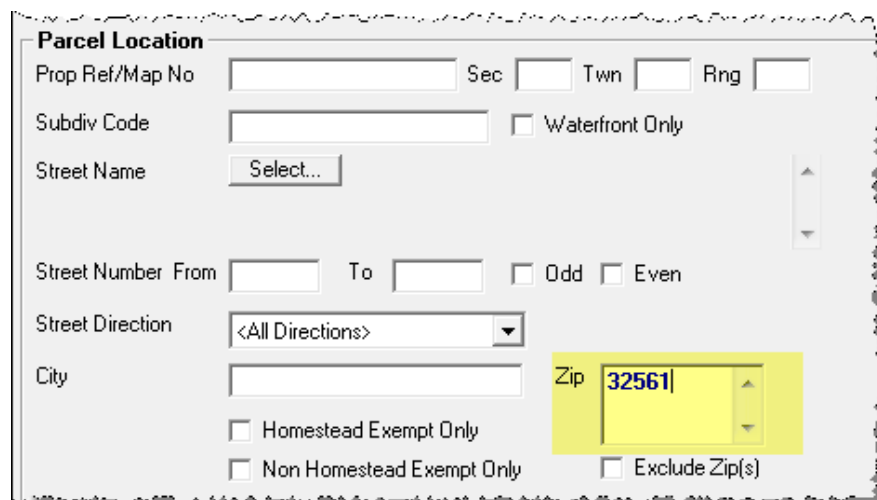
Search 8: Search by Parcel Zip Code and Landsize

In this example, we'll search for vacant residential parcels, between a quarter acre and 1 acre in size located in a specific zip code area.

Search Criteria:

- a. Zip Code = 32561
- b. Landuse = Vacant Residential
- c. Landsize = From: .25, To: 1 acres

-
- 1) In the screen below we've entered the Parcel Location zip code. Note: you can also **exclude** all owners who live in a certain zip code(s), placing a checkmark by the Exclude Zip Code box.



The screenshot shows a search form titled "Parcel Location". It contains several input fields and checkboxes. The "Zip" field is highlighted in yellow and contains the value "32561". Other fields include "Prop Ref/Map No", "Sec", "Twn", "Rng", "Subdiv Code", "Waterfront Only" (checkbox), "Street Name" (with a "Select..." button), "Street Number From" and "To" (with "Odd" and "Even" checkboxes), "Street Direction" (dropdown menu), "City", "Homestead Exempt Only" (checkbox), "Non Homestead Exempt Only" (checkbox), and "Exclude Zip(s)" (checkbox).

- 2) Next, we'll select the Landuse of Vacant Residential.



The screenshot shows a dropdown menu for "Landuse". The "Landuse" label is highlighted in yellow. Below it, there is a "Select..." button and a dropdown menu showing "<All Landuse Types>".

<input type="checkbox"/>	VACANT INDUSTRIAL
<input type="checkbox"/>	VACANT INSTITUTIONAL
<input checked="" type="checkbox"/>	VACANT RESIDENTIAL
<input type="checkbox"/>	WAREHOUSING/TRUCKING TERMINALS
<input type="checkbox"/>	WHOLESALE/MANUFACTURING OUTLETS

- 3) Finally, next to Landsize we'll enter a starting range of .25 acres and an ending range of 1 acre.

Sort	Effective/Adj	From	To
Landsize	Acres	From .25	To 1
# of Bedrooms		From	To

- 4) Click on Search:

Clear All Fields	Restore/Save Criteria	Search	Help
Landsize			

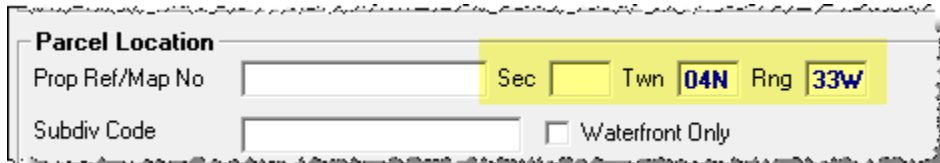
Search 9: Search by Township and Range

In this example we'll search in a specific township and range of the county for all timberland over 50 acres.

Search Criteria:

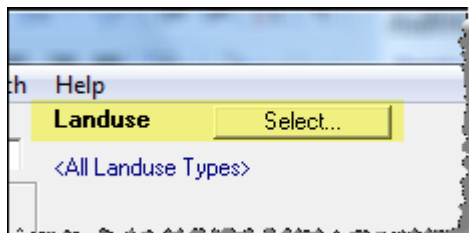
- a. Twn = 04N
- b. Rng = 33W
- c. Landuse = Timberland (all options checked)
- d. Landsize = From: 50 acres

- 1) First we'll enter the township and range information in the parcel location section of the search screen.

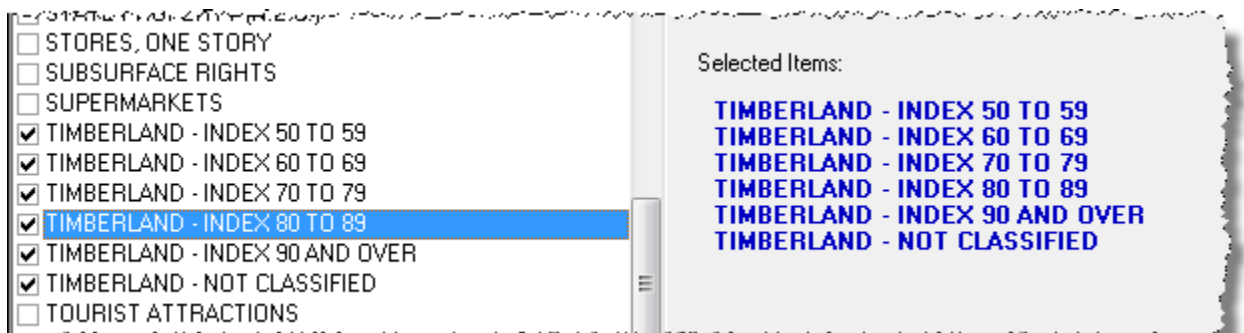


The screenshot shows a search form titled "Parcel Location". It contains several input fields: "Prop Ref/Map No", "Sec", "Twn", "Rng", and "Subdiv Code". The "Twn" field is set to "04N" and the "Rng" field is set to "33W". There is also a checkbox labeled "Waterfront Only" which is currently unchecked.

- 2) Next, we'll select all the timberland options from Landuse.



The screenshot shows a dropdown menu for "Landuse". The menu is open, showing a list of options. The "Landuse" label is highlighted in yellow, and a "Select..." button is visible. The first option is "<All Landuse Types>".



The screenshot shows a list of land use types with checkboxes. The "TIMBERLAND - INDEX 80 TO 89" option is selected and highlighted in blue. To the right of the list, there is a "Selected Items:" section with a list of selected items:

- STORES, ONE STORY
- SUBSURFACE RIGHTS
- SUPERMARKETS
- TIMBERLAND - INDEX 50 TO 59
- TIMBERLAND - INDEX 60 TO 69
- TIMBERLAND - INDEX 70 TO 79
- TIMBERLAND - INDEX 80 TO 89
- TIMBERLAND - INDEX 90 AND OVER
- TIMBERLAND - NOT CLASSIFIED
- TOURIST ATTRACTIONS

Selected Items:

- TIMBERLAND - INDEX 50 TO 59
- TIMBERLAND - INDEX 60 TO 69
- TIMBERLAND - INDEX 70 TO 79
- TIMBERLAND - INDEX 80 TO 89
- TIMBERLAND - INDEX 90 AND OVER
- TIMBERLAND - NOT CLASSIFIED

- 3) Finally, next to Landsize we'll enter a starting range of 50 acres (note: we can leave the ending range blank since we want all parcels above 50 acres)

SQFT	Effective/Adj	From		To	
Landsize	Acres	From	50	To	
# of Bedrooms		From		To	

- 4) Click on Search:

Clear All Fields	Restore/Save Criteria	Search	Help
		Landuse	

Search 10:

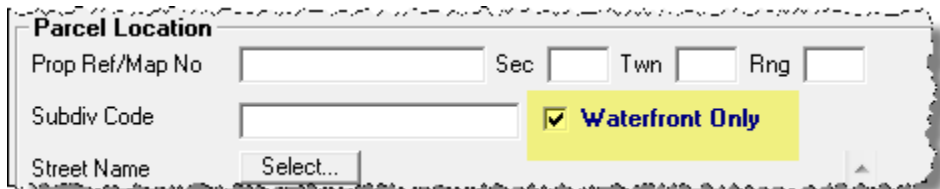
Search by Waterfront & Homestead Exemption

In this example we'll search for all waterfront single family residential parcels located on Pensacola Beach. We also want to find only the parcels that are not the primary residents of the certified owners, so we'll search for non homestead exemption.

Search Criteria:

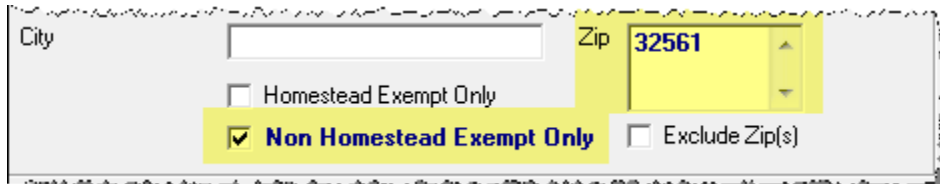
- a. Waterfront Only = checkmark
- b. Certified Owner Zip = 32561
- c. Non Homestead Exempt Only = checkmark

1) First we'll place a checkmark beside the Waterfront Only option.



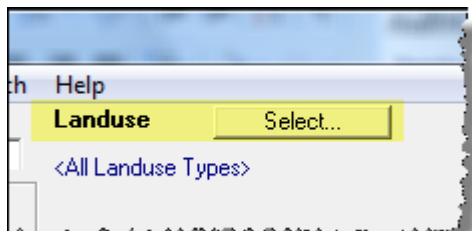
The screenshot shows a search criteria form titled "Parcel Location". It contains several input fields: "Prop Ref/Map No", "Sec", "Twn", "Rng", "Subdiv Code", and "Street Name" (with a "Select..." dropdown). A yellow highlight is placed over the "Waterfront Only" checkbox, which is checked.

2) Next, we'll place a checkmark next to Non Homestead Exempt Only. One way to narrow down our search parcels located in a specific area is by zip code, so we'll enter the zip code for Pensacola Beach. (Note that there are numerous ways in PIRS to search for a geographic area and searching by zip code is just one option).



The screenshot shows the search criteria form with the "City" field empty and the "Zip" field set to "32561". The "Homestead Exempt Only" checkbox is unchecked, and the "Non Homestead Exempt Only" checkbox is checked. The "Exclude Zip(s)" checkbox is also unchecked.

3) Finally, we'll choose the Landuse option of Single Family Residential.



The screenshot shows the "Landuse" search criteria form. The "Landuse" dropdown menu is open, showing the option "Single Family Residential" selected. The "Select..." button is highlighted.

<input type="checkbox"/> SEWAGE DISPOSAL/LANDFILLS/MARSH	Selected Items: SINGLE FAMILY RESIDENTIAL
<input checked="" type="checkbox"/> SINGLE FAMILY RESIDENTIAL	
<input type="checkbox"/> STATE PROPERTY (N.E.C.)	
<input type="checkbox"/> STORES, ONE STORY	
<input type="checkbox"/> SUBSURFACE RIGHTS	
<input type="checkbox"/> SUPERMARKETS	

4) Then we'll choose Search.

Clear All Fields	Restore/Save Criteria	Search	Help
			Landuse

PIRS Search 11: Search Legal Description and Extra Features

In this example we'll search for all homes with a swimming pool in a specific area of the county that may not be listed as a subdivision.

Search Criteria:

- a. Legal Keyword = *Cordova Place*
- b. Extra Features = Pool

- 1) First in the Legal Keyword field, we'll enter the phrase "Cordova Park", we'll also use the wildcard asterisk (*) to insure we pick up all occurrences of the phrase "Cordova Place" regardless of what may come before or after the phrase.
- 2) Next, in the Extra Features area we enter the word Pool.



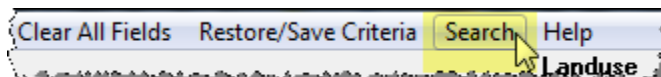
Legal/Extras

Legal Keyword: Brief Legal ▾ *CORDOVA PLACE*

Enter Up to 4 Extras/Areas/Features (i.e. Pool, Patio, Dock, Brick, Carpet, etc.)

POOL

- 3) Then we'll choose Search.



Clear All Fields Restore/Save Criteria Search Help

Landuse