

## Tax Roll Search Policy and Procedures

It is necessary that you provide a valid mailing address for tax roll searches. Otherwise, we will not be able to attain property ownership information. We cannot find property ownership on 'bad information'. Remember accuracy always provides the best results.

You may confirm the address is a valid mailing address by checking it with the United States Postal Service at [www.usps.com](http://www.usps.com). You should do this for all tax roll searches.

There are various reasons that an address may be incorrect. It is possible that the vacant home\property is on a small side street or a corner lot where you could have the wrong street name. It is important not to guess at the street number. If it is not listed on the 'house' you should verify that it is valid via [www.usps.com](http://www.usps.com). Also, the property may not be in the city you assumed as it is on a nearby or neighboring border. The city can also be confirmed at [www.usps.com](http://www.usps.com).

When you are unable to confirm the address with the United States Postal Service, you should do so via the 'Plat Map' at the county tax assessor's office. Cameron explains this at his boot camps often. The key is to work 'backwards' and find the property on the Plat Map. When you do this you can get the '**parcel number**' and we can search for property ownership with this number. The parcel number is also known by other names in various counties. Please keep this in mind when requesting the parcel number from the Plat Map.

- APN
- PIN
- Parcel
- Folio

You should also **verify the county** submitted on the order as this will mandate the method of search we use. You may verify the county at [www.usps.com](http://www.usps.com) by first searching on the address. When you get the address results you should check the 'Mailing Industry Information' link for the correct county.

## ZIP Code Lookup

### ZIP + 4® Code Lookup Results

Below is the correct ZIP + 4 Code from the address information that you provided.

[Address \(Standard Format\) What is This?](#)

15 E PULTENEY ST  
CORNING NY 14830-2208

[Mailing Industry Information What is This?](#)

There are some counties that do not have their tax assessor information available in any online or database format. These are usually small counties or townships etc. In these cases, if we have verified a valid mailing address we will try to attain property ownership information by phone.

There are a few instances where the property ownership information is not available. This may be due to the county's inability to look up by the mailing address only or if there are surcharges imposed by them. In these instances it is possible to attain property ownership with a parcel number from a Plat Map. If so, we will request this of you.

In some instances we may be able to provide a list of names associated with the address you have provided from our skip trace database. If so, we will offer this to you.

If you want this Name List the search will be charged the \$24.95 or a debit to your bulk account. This list does not show property ownership, however it may lead you to the owner you are seeking. You can contact these people in order to try to determine the owner. You can do this from possible phone numbers when available or by doing a skip trace to locate them.

When we cannot do a tax roll search for you we will credit your account for the search. You can later resubmit a new order with a corrected address or a parcel number and we will be happy to do the search for you.

The Staff at FindTheSeller.com