

PUBLIC SEARCH SITE

How to perform a search

- Address Search

Use this search option to locate properties using a street number, name or direction.

- For best results leave off the street suffix.
- Use the * as a wild card to match any string of characters (when unsure of spelling or to return all results on a particular street). A wild card is assumed at the end on any string of characters.

Type	Results
Woodland	All addresses on a street with the name Woodland in it: # Woodland Dr # Woodland Hills Way
Ba*	All addresses on a street beginning with “Bay”: # Bay Ct # Babbitz Ave # Baldwin
*wood	All addresses on a street ending with “wood”: # Birchwood # Southwood # Underwood

Address example with partial street name:

The screenshot shows a search interface with the following fields: Number, Direction, Street (containing 'BA*'), Suffix, and Unit#. Below these are search options for sorting (Parcel, Ascending) and results per page (15). A search button is visible. The results table is as follows:

Parcel	Owner Name	Property Address	LUC	Jur
0530080000000460	BEAUSOLEIL, MAURICE J	8 BASSETT RD	101	MA053
0530080000000470	BOOTH, JAMES A. & JEFFREYE S	0 BASSETT RD	109	MA053
136004000030018A	CARON, FRANCIS J TRUSTEE	11 BALANCING ROCK DRIVE	102	MA136
136004000030018B	LISCOMBE, THEODORE W. & APRIL...	15 BALANCING ROCK DRIVE	102	MA136
136004000030018O	MCAULIFFE, JAMES G	27 BALANCING ROCK DRIVE	102	MA136
136004000030018P	CRAIN, ARTHUR & CAROL A	31 BALANCING ROCK DRIVE	102	MA136
136004000030018Q	LEE, CHRISTOPHER F & MARGARET...	35 BALANCING ROCK DRIVE	102	MA136
136004000030018R	BRITA, MICHAEL J & SALLY A	39 BALANCING ROCK DRIVE	102	MA136
136004000030018S	WALES, WILLIAM J & JEANINE	41 BALANCING ROCK DRIVE	102	MA136
136004000030018T	HESSION, PAUL W & SUSAN L	45 BALANCING ROCK DRIVE	102	MA136
136004000030018U	MACPHEE, JOHN P. & JUDY P	49 BALANCING ROCK DRIVE	102	MA136
136004000030018V	EVANOFF, NORMA G (L/E)	53 BALANCING ROCK DRIVE	102	MA136
136004000030018W	SCOTT, CAROL	57 BALANCING ROCK DRIVE	102	MA136
76004000030018X	KELLY, LEROY L & ANN T	61 BALANCING ROCK DRIVE	102	MA136
74000030018Y	MAULDIN, JOANNE B	58 BALANCING ROCK DRIVE	102	MA136

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How to perform a search

- Owner Search

Use this search option to locate properties with a known owner name.

1. Type in the full name or part of the full name into the search box (LastName FirstName without commas).
2. Use the * as a wild card to match any string of characters. A wild card is assumed at the end on any string of characters.

Type	Results
Smith John	Smith John
B*ow	Brown, Barlow, Below, etc.
B*o*ski	Bojarski, Bronowski, Bukowski, etc.
Grant	Grant, Grantham, Grants, etc.

Ownership example with partial name:

The screenshot shows a search interface with the following elements:

- Search by Owner Name:** A search box containing "B*OW" with a yellow highlight. Below it, the text "Type in: LastName FirstName" is visible.
- Options:** "Sort by: Parcel" and "Ascending" dropdown menus, and "Results/page: 15" dropdown.
- Search Button:** A red button labeled "Search".
- Results Table:** A table with columns: Parcel#, Owner Name, Property Address, and Jur. It lists 18 results, including "BROWN, WILLARD A, JR" and "BELLWS, JARED CHARLES".
- Page Info:** "Data Current as of 22/OCT/2018" and "Displaying 1 - 15 of 96".

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How to perform a search

- Parcel Number Search

Use this option if you know the property's unique parcel identification number.

- Type the parcel id into the search box. Enter all or part of the number.
- Use the * as a wild card to find a group of parcels.

Type	Results
1234567890	10 total characters, no spaces.
123*	All parcels that begin with 123.
*987	All parcels that end with 987.

Parcel ID example:

The screenshot shows a search interface with a search box containing 'Parcel ID * 05300200*'. Below the search box are options for sorting (Parcel ID, Ascending) and results per page (15). A search button is visible. The results table shows a list of parcels with columns for Parcel ID, Owner Name, Property Address, LUC, and Jur. The results are displayed on page 1 of 38.

Parcel ID▲	Owner Name	Property Address	LUC	Jur
0530020000000010	CARANTIT, JEFFERY & JULIE	327 WEST HAWLEY RD	101	MA053
0530020000000020	PRATT, GORDON M & ESTHER	319 WEST HAWLEY RD	101	MA053
0530020000000030	EICHHOLZ, JOHN F & PATRICIA W...	WEST HAWLEY RD	106	MA053
0530020000000040	EICHHOLZ, JOHN F & PATRICIA W...	309 WEST HAWLEY RD	101	MA053
0530020000000050	EICHHOLZ, JOHN F & PATRICIA W...	WEST HAWLEY RD	106	MA053
0530020000000060	WHITE, MARK A	WEST HAWLEY RD	716	MA053
0530020000000070	TELLING, DOUGLAS C. TR. DOUGL...	296 CHICKLEY RD	101	MA053
0530020000000080	EICHHOLZ, MARY J & TIMOTHY TR...	279 WEST HAWLEY RD	016	MA053
0530020000000090	HATHAWAY, WILLIAM & GAIL	255 WEST HAWLEY RD	101	MA053
0530020000000100	HATHAWAY, WILLIAM H & GAIL	WEST HAWLEY RD	106	MA053
0530020000000110	CANON, BRIAN V & LYDIA	239 WEST HAWLEY RD	101	MA053
0530020000000120	LEDWELL, MARK F & MARY	231 WEST HAWLEY RD	101	MA053
0530020000000130	EICHHOLZ, MARY & TIMOTHY TRUS...	WEST HAWLEY RD	071	MA053
530020000000140	ROULEAU, CONRAD A & SHIRLEY	215 WEST HAWLEY RD	101	MA053
020000000150	TOWER, LAWRENCE G	TOWER RD	130	MA053

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How to view property details

• Navigating Search Results

Your search results may include one, five, ten or hundreds of property records. Before you open a property record to review it in detail, you can optionally navigate to one that is of interest to you in the results list, then select and view it first. This can save you considerable time if your search results are large. In addition, after viewing record details, you can return to this list at any time to select another record. To view record details you have several options.

1. Click the row in the Results grid for the property you wish to view in more detail.
2. Results display 15 per page, this indicates the total number of properties in this result set.
3. Provides a printable summary of the Results grid.
4. Displays total number of pages this search returned. You can select a page number or click the next/previous arrows to navigate.

The screenshot shows a table of search results with the following columns: Parcel ID, Owner Name, Property Address, LUC, and Jur. The first row is highlighted in yellow. Callout 1 points to the first row, callout 2 points to the 'Displaying 1 - 15 of 38' text, callout 3 points to the 'Printable Version' link, and callout 4 points to the 'Results Page: [1] 2 3 Next >>' text.

Parcel ID▲	Owner Name	Property Address	LUC	Jur
0530020000000010	CARANTIT, JEFFERY & JULIE	327 WEST HAWLEY RD	101	MA053
0530020000000020	PRATT, GORDON M & ESTHER	319 WEST HAWLEY RD	101	MA053
0530020000000030	EICHHOLZ, JOHN F & PATRICIA W...	WEST HAWLEY RD	106	MA053
0530020000000040	EICHHOLZ, JOHN F & PATRICIA W...	309 WEST HAWLEY RD	101	MA053
0530020000000050	EICHHOLZ, JOHN F & PATRICIA W...	WEST HAWLEY RD	106	MA053
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0530020000000120	LEDWELL, MARK F & MARY	231 WEST HAWLEY RD	101	MA053
0530020000000130	EICHHOLZ, MARY & TIMOTHY TRUS...	WEST HAWLEY RD	071	MA053
0530020000000140	ROULEAU, CONRAD A & SHIRLEY	215 WEST HAWLEY RD	101	MA053
0530020000000150	TOWER, LAWRENCE G	TOWER RD	130	MA053

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How to view property details

- **Browsing Property Details**

Once you perform a desired search, you may view details about any of the properties in the Result grid. Select a property from your search results to view property record details. A Summary page opens with various details about the given parcel (Owner, Location, Sales, etc.).

1. **Menu Options:** on the left, provide additional record details (Addresses, Owners, Building characteristics, Maps, Pictometry, etc.). Click any category to navigate to that level of detail.
2. **Record Navigation:** on the right, allows you to view other properties from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking “Return to Search Results” .

The screenshot displays a web interface for viewing property details. On the left is a vertical menu with options: Profile, Sales, Owner History, Land, Chapter Land, Residential, Commercial, OBY-Detached Structure, Entrances, Permits, Values, Map, Sketch, Photos, and Pictometry. The main content area shows the following information:

PARID: 1360080000100240	MUNICIPALITY: HOLLISTON	LUC: 101
JOY, MONA F	3 PINE OAK ST	
Property Information		
Property Location:	3 PINE OAK ST	
Class:	R-Residential	
Use Code (LUC):	101-Single Family Residence	
District:	MA136 - HOLLISTON	
Deeded Acres:	.5000	
Square Feet:	21,780	

On the right side, there is a navigation section with arrows and the text "2 of 155" and "Return to Search Results". Below that is an "Actions" section with "Printable Summary" and "Printable Version" options. A background image of a lake with autumn trees is visible at the bottom right.

Menu Options

Record Navigation

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Additional property record features

- **Actions**

1. **Printable Summary:** generates a printable summary of the all datalets in menu option.
2. **Printable Version:** generates a printable version of the menu option that you are currently viewing.

The screenshot displays a web interface for a public search site. On the left is a vertical navigation menu with the following items: Profile (highlighted), Sales, Owner History, Land, Chapter Land, Residential, and Commercial. The main content area is divided into three sections. The top section contains the following text: PARID: 1360080000100240, MUNICIPALITY: HOLLISTON, LUC: 101, JOY, MONA F, and 3 PINE OAK ST. Below this is a section titled 'Property Information' with a horizontal line underneath. This section contains: Property Location: 3 PINE OAK ST, Class: R-Residential, and Use Code (LUC): 101-Single Family Residence. On the right side of the interface, there is a control panel with a pagination box showing '2 of 155', a 'Return to Search Results' link, and an 'Actions' section. The 'Actions' section contains two items: 'Printable Summary' and 'Printable Version', each with a printer icon. A dark grey box with the word 'Actions' and a green arrow points to the 'Actions' section in the control panel.

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How to perform a search

- Map

Use this to locate a map for a parcel after selecting an individual parcel from any search result.

1. Record Navigation: on the right, allows you to view other property maps from your search results. Click the arrows to view the next or previous record in the list. You may also return to your search results by clicking “Return to Search Results”.
2. Buffer Search: Allows user to draw a radius around a parcel to find other neighboring parcels.



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How to navigate the map

- **Map**

The map menu option displays a view of the selected parcel, with the parcel highlighted. The view can be adjusted using the map tools (hover your selection arrow over any button above the map to view a tooltip description).

- **Map Tools**



The map tools are located across the top of the map image.

1. **Zoom In:** Click and hold left mouse button then drag a box around the area you want to zoom in further.
2. **Zoom Out:** Click and hold left mouse button then drag a box around the area you want to zoom out further.
3. **Pan (move):** Click and hold left mouse button on map then drag map (move) to desired location.
4. **Full extent:** Click button to zoom to map of entire county.
5. **Back/Forward:** Click left arrow to view previous selections. Click right arrow to view the most recent selections.
6. **Selection Display type:** Click button to change the selected parcel display (choose polygons or points).
7. **Select:** Click button, choose a method for selecting parcels on the map (freehand, point & box) from the pick list.
8. **Select and Zoom:** Click button then select a parcel on the map to zoom in to.
9. **Identify:** Click button then select a parcel on the map to identify and return parcel details.
10. **Measure:** Click to open dialog box. Select measurement type (area, distance or point), select format, then follow instructions on screen.
11. **Print or Download:** Left click button to open dialog box, select format & size then click select print or export. Click create map image button to execute. If custom map is chosen, set map size in pixels.
12. **Full Screen:** Click to open map in full screen mode.
13. **Map Contents:** Opens map contents (layers) box if not already open.

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How to navigate the map

- **Map Contents**

The map contents box allows you to select (turn on) information (layers) you wish to view on the map in relation to your selected parcel. Click the “+” next to a layer to view additional options to select/deselect. The “x” in the upper right corner of this box closes this tool, however it can be reopened using the Map Contents tool in the tool bar across the top of the map image.

