

# Guilford County Tax Department Appraisal & Listing System

Accessing this web page will download a Java applet to your computer. The applet provides a link between your browser and the system being accessed.

Navigation in the software is accomplished by pressing the function keys (F1 through F8) on your keyboard that corresponds to the 8 boxes at the bottom of the screen. Pressing the F8 key will always let you exit the program.

You will then get a > prompt. The applet should automatically sign you on, but if you only get the prompt please type LOGON and press return (enter). You will then get the following menu:

```
*****  
* The data you are viewing was last updated: *  
*           WED, JAN 31, 2001           *  
*****  
                                     I  
  
PLEASE CHOOSE ONE OF THE FOLLOWING:  
  
          0. EXIT  
          1. Listing System  
          2. Real Estate Appraisal System  
  
-  
  
f1  f2  f3  f4  f5  f6  f7  f8
```

Note that the last time the data was updated is included at the top of the screen.

Enter:

- 0 - To exit the system and signoff
- 1 - Enter the Listing System
- 2 - Enter the Real Estate Appraisal System

Make your selection and press Enter.

# Listing System

Select 1 from the main menu and press the ENTER key. The Tax Listing Menu will display.

MNTMENU	TAX LISTING MENU	FEB 5, 2001, 10:02 AM
PLEASE SELECT ONE OF THE FOLLOWING: █		
1. NAME AND ADDRESS INFORMATION		
2. REAL PROPERTY INFORMATION		
3. LISTING INFORMATION		
4. MOTOR VEHICLE LISTING INFORMATION		
5. OTHER VEHICLE LISTING INFORMATION		
	f4 REFRESH	f6 FIND TAXPAYER
		f8 END

Make your menu selection (0 through 5) and press ENTER.

### Available Function Keys:

**Refresh (f4)**      **Refresh** clears the menu for the next option.

**Find Taxpayer (f6)**      The **Find Taxpayer** selection produces an empty screen that enables you to type in search criteria. **Find Taxpayer** can be used at any time while using the system.

**End (f8)**      The **End** selection returns you to the Main Menu.

### Suggested Procedure:

1. Upon initial entry into the Tax Listing System, select **Find Taxpayer** to access the following screen.

LOOKMNT1 N		TAXPAYER LOOKUP		FEB 5, 2001, 10:03 AM	
ENTER NAME: <u>GUILFORD COUNTY</u>		OR LISTING NO: <u>          </u>			
2208342-	GUILFORD COUNTY			PO BOX 3427	
2208350-	GUILFORD COUNTY				
2208369-	GUILFORD COUNTY	301 W MARKET ST			
2208377-	GUILFORD COUNTY	BOARD OF EDUCATION			
2208385-	GUILFORD COUNTY	BOARD OF EDUCATION			
2208393-	GUILFORD COUNTY	BOARD OF EDUCATION			
2208407-	GUILFORD COUNTY	PO BOX 3427			
2208415-	GUILFORD COUNTY	GREENSBORO N C			
2208423-	GUILFORD COUNTY	HIGH POINT N C			
2208431-	GUILFORD COUNTY	HUMANE SOCIETY			
2208458-	GUILFORD COUNTY	PO BOX 3427			
2208466-	GUILFORD COUNTY	PO BOX 3427			
2435993-	GUILFORD COUNTY	& CITY OF GREENSBORO			
2550636-	GUILFORD COUNTY	& CITY OF GREENSBORO			
3228967-	GUILFORD COUNTY	PO BOX 3427			
3228975-	GUILFORD COUNTY	PO BOX 3427			
2208857-	GUILFORD COUNTY				
3880095-	GUILFORD COUNTY	301 W MARKET ST			
2208474-	GUILFORD COUNTY &	CITY OF GREENSBORO			

↑

	f2 NEXT						f8 END
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Available Function Keys:

**Next (f2)**                      **Next** displays the next screen of available taxpayer information for the selected criteria. You may scroll through the entire list one screen at a time with this option.

**End (f8)**                        **End** returns you to the Tax Listing Menu.

Lookup Screen Fields:

**Enter Name**                      Enter the name of taxpayer you wish to search for in the database.

**Listing no**                        If you know the Listing Number, you may type it in this field.

**Column 1 (Indicated by arrow)**      Type an 'X' in the row identifying the account that you wish to view.

Suggested Procedure:

1. Once you have entered your search criteria, press the **Enter** key. Up to 19 listings will display as illustrated above. To view the next 19 listings, select **Next**. (Data used in the example above is to show placement only for a name search.)
2. Tab down to the row you wish to view, type '**X**' and press the **Enter** key.

NAMEMNT1 SELECT		NAME AND ADDRESS		FEB 5, 2001, 4:16 PM	
LISTING: <input type="text"/>			(Inquire) ACTION: <input type="text"/>		
NAME/ADDRESS: _____ _____					
CITY/STATE/ZIP: _____					
ACCOUNT TYPE: _____		EXEMPT: _____			
NEW LISTING: 2001: _ 2000: _ DPC: ____					
COMMENTS: _____					
DATE CREATED: _____		LAST UPDATE: _____			
LAST ACTIVITY: _____					
		f4 REFRESH		f6 FIND TAXPAYER	
				f8 END	

Available Function Keys:

**Refresh (f4)**      **Refresh** redisplay the data.

**Find Taxpayer (f6)**      **Find Taxpayer** selection produces an empty screen that enables you to type in search criteria. **Find Taxpayer** can be used at any time while using the system.

**End (f8)**      **End** returns you to the Tax Listing Menu.

Lookup Screen Fields:

**Listing**      If you know the Listing Number, you may type it in this field.

**Action**      You may type **T** or just press the **Enter** key and it will default.

Suggested Procedure:

1. If you have pre-selected the Listing Number from the **Taxpayer Lookup** screen and it is loaded in the Listing field, you may press the **Enter** key to display the information.  
OR  
Press **Find Taxpayer** and up to 9 listings will display as illustrated below. To view the next 9 listings, select **Next**. (Data used in the example below is to show placement only for a name search.)

LOOKMNT1		TAXPAYER LOOKUP		FEB 5, 2001, 10:04 AM	
ENTER NAME: <input type="text" value="GUILFORD COUNTY"/>		OR LISTING NO: <input type="text"/>			
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0001-0-0003-00-001-	-	-
	C	PO BOX 3427	B 201 S GREENE		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0011-0-0002-00-001-	-	-
	C	PO BOX 3427	B		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0011-0-0002-00-002-	-	-
	C	PO BOX 3427	B		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0013-0-0001-00-018-	-	-
	C	PO BOX 3427	B 508&8		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0013-0-0010-00-001-	-	-
	C	PO BOX 3427	B		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0013-0-0010-00-016-	-	-
	C	PO BOX 3427	B		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0020-0-0005-00-001-	-	-
	C	PO BOX 3427	V 443 W SYCAMORE STREET		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0020-0-0005-00-002-	-	-
	C	PO BOX 3427	V 1 LOT		
<input type="checkbox"/>	2208342-	GUILFORD COUNTY	00-00-0020-0-0005-00-003-	-	-
	C	PO BOX 3427	V 431 W SYCAMORE STREET		
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>↑</span> <span>f2 NEXT</span> <span>f8 END</span> </div>					

Available Function Keys:

**Next (f2)**                      **Next** displays the next screen of available taxpayer information for the selected criteria. You may scroll through the entire list one screen at a time with this option.

**End (f8)**                        Press **End** once to return to the Name and Address screen. Press **End** two times to return to the Tax Listing Menu.

Lookup Screen Fields:

**Enter Name**                      Enter the name of taxpayer you wish to search for in the database.

**Listing no**                        If you know the Listing Number, you may type it in this field.

**Column 1 (Indicated by arrow)**      Type an 'X' in the row identifying the account that you wish to view.

Suggested Procedure:

1. Once you have entered your search criteria, press the **Enter** key. Up to 9 listings will display as illustrated above. To view the next 9 listings, select **Next**. (Data used in the example above is to show placement only for a name search.)
2. Tab down to the row you wish to view, type 'X' and press the **Enter** key.

NAME/ADDRESS		FEB 5, 2001, 4:17 PM								
NAME/ADDRESS: GUILFORD COUNTY		(Inquire)								
PO BOX 3427		ACTION: INQUIRE								
CITY/STATE/ZIP: GREENSBORO NC 27402 3427										
ACCOUNT TYPE: R	EXEMPT: C									
NEW LISTING: 2001: _ 2000: _ DPC: ___										
COMMENTS: _____										
DATE CREATED: 07/31/1987		LAST UPDATE: 10/11/1990 11 41								
LAST ACTIVITY: 11/17/2000		CAROLYN TAXBILLX								
<table border="1"> <tr> <td></td> <td></td> <td>f4 REFRESH</td> <td></td> <td></td> <td></td> <td>f8 END</td> </tr> </table>						f4 REFRESH				f8 END
		f4 REFRESH				f8 END				

Available Function Keys:

**Refresh (f4)**            **Refresh** redisplay the data.

**End (f8)**                Select **End** once to be able to lookup another taxpayer. Select **End** twice to return to the Tax Listing Menu.

Suggested Procedure:

1. View this information then press **End** to exit the screen.

REALMNT1 SELECT	REAL PROPERTY	FEB 5, 2001, 4:17 PM								
TWP-ACL-MAP---BLCK-DIR-LOT-LS-SPL		(Inquire)								
ACTION: █										
LISTING: _____	PROPERTY VALUES:	BUILDING: _____								
OWNER: _____		OBXF: _____								
_____		LAND: _____								
_____		MARKET: _____								
_____		ASSESSED: _____								
_____		DEFERRED: _____								
USE: _____	NBH: _____									
MODEL: _____	CARDS: _____									
SALE? _____	BOOK/PAGE _____	DEED DATE _____								
INST _____	STAMPS _____	ABBREVIATED LEGAL DESCRIPTION _____								
NUMBER _____	DIR _____	STREET NAME _____								
		TYPE _____								
VBR: _	STATUS: _	CLASS: _								
		LAST UPDATE: _____								
<table border="1"> <tr> <td></td> <td></td> <td></td> <td>f4 REFRESH</td> <td></td> <td>f6 FIND TAXPAYER</td> <td>f7 FIND ADDRESS</td> <td>f8 END</td> </tr> </table>						f4 REFRESH		f6 FIND TAXPAYER	f7 FIND ADDRESS	f8 END
			f4 REFRESH		f6 FIND TAXPAYER	f7 FIND ADDRESS	f8 END			

Available Function Keys:

**Refresh (f4)**      **Refresh** redisplay the data.

**Find Taxpayer (f6)**      **Find Taxpayer** selection produces an empty screen that enables you to type in search criteria. This function calls the Taxpayer Lookup screen as described previously in this document.

**Find Address (f7)**      **Find Address** selection produces an empty screen that enables you to type in search criteria. This function calls the Address Lookup screen as described below.

**End (f8)**      **End** returns you to the Tax Listing Menu.

Lookup Screen Fields:

**TWP-ACL-MAP---BLCK-DIR-LOT-LS-SPL** (Parcel Number)

**Parcel Number**      If you know the Parcel Number, you may type it in these fields. Otherwise get the number from either the Taxpayer Lookup or Address Lookup screens.

**Action**      You may type **T** or just press the **Enter** key and it will default.

Suggested Procedure:

1. If you have pre-selected the Parcel Number from either the **Taxpayer Lookup** or **Address Lookup** screen and it is loaded in the Parcel Number fields, you may press the **Enter** key to display the information.

OR

Press **Find Taxpayer** or **Find Address** and up to 9 listings will display as illustrated below. To view the next 9 listings, select **Next**. (Data used in the example below is to show placement only for a name search.)

LOOKMNT2		ADDRESS LOOKUP		FEB 5, 2001, 10:06 AM	
	NUMBER	DIR	STREET NAME	TYPE	
STREET ADDRESS:	201	S	EUGENE	ST	
<input type="checkbox"/>	2208342		GUILFORD COUNTY	00-00-0011-0-0002-00-002-	-
<input type="checkbox"/>	C		PO BOX 3427	B 201 S EUGENE ST	
<input type="checkbox"/>	2208342		GUILFORD COUNTY	00-00-0020-0-0006-00-004-	-
<input type="checkbox"/>	C		PO BOX 3427	B 202 S EUGENE ST	
<input type="checkbox"/>	2208342		GUILFORD COUNTY	00-00-0020-0-0006-00-008-	-
<input type="checkbox"/>	C		PO BOX 3427	B 220 S EUGENE ST	
<input type="checkbox"/>	3927717		HARRELL LUCY N & NEAL HARRELL	00-00-0009-0-0002-00-009-	-
<input type="checkbox"/>			& PAUL H HARRELL JR CO-EXECV	300 S EUGENE ST	
<input type="checkbox"/>	0704857		H F R CORP	00-00-0020-0-0009-00-006-	-
<input type="checkbox"/>			314 S EUGENE ST	B 314 S EUGENE ST	
<input type="checkbox"/>	0458597		DETTOR DOUGLAS P	00-00-0020-0-0009-00-007-	-
<input type="checkbox"/>			& ELIZABETH K	B 316 S EUGENE ST	
<input type="checkbox"/>	2202557		CITY OF GREENSBORO	00-00-0010-0-0001-00-033-	-
<input type="checkbox"/>	D		PO BOX 3136	V 317-319 S EUGENE ST	
<input type="checkbox"/>	3154769		BORING DENNIS E	00-00-0020-0-0009-00-008-	-
<input type="checkbox"/>			& HOLLY A	B 318 S EUGENE ST	
<input type="checkbox"/>	2220032		UNITED STATES OF AMERICA	00-00-0010-0-0001-00-031-	-
<input type="checkbox"/>	A			V 321 S EUGENE ST	

f2  
NEXT






f8  
END

Available Function Keys:

**Next (f2)**                      **Next** displays the next screen of available taxpayer information for the selected criteria. You may scroll through the entire list one screen at a time with this option.

**End (f8)**                        Press **End** once to return to the Real Property screen. Press **End** two times to return to the Tax Listing Menu.

Lookup Screen Fields:

**Number, Dir, Street name, Type**    Type the house number, street direction, name and type (i.e. CT, ST) if you wish to search by address.

**Column 1 (Indicated by arrow)**    Type an 'X' in the row identifying the account that you wish to view.

Suggested Procedure:

1. Once you have entered your search criteria, press the **Enter** key. Up to 9 listings will display as illustrated above. To view the next 9 listings, select **Next**. (Data used in the example above is to show placement only for a name search.)
2. Tab down to the row you wish to view, type 'X' and press the **Enter** key.

REALMNT1 READ		REAL PROPERTY		FEB 5, 2001, 4:18 PM	
TWP-ACL-MAP---BLCK-DIR-LOT-LS-SPL				(Inquire)	
00 00 0011 0 0002 0 0 002 _ _				ACTION: INQUIRE	
LISTING:	2208342	EXEMPT	PROPERTY VALUES:	BUILDING:	16,003,200
OWNER:	GUILFORD COUNTY			OBXF:	780,600
	PO BOX 3427			LAND:	3,080,800
				MARKET:	19,864,600
				ASSESSED:	19,864,600
	GREENSBORO	NC 27402 3427		DEFERRED:	
USE:	86 OTHER COUNTY	NBH:	10801 DOWNTOWN-FINANCIAL DIST.		
MODEL:	4 OFFICE	CARDS:			
SALE?	BOOK/PAGE	DEED DATE	INST	STAMPS	ABBREVIATED LEGAL DESCRIPTION
-	2728 804		-	.00	W MARKET ST .00 LT
NUMBER	DIR	STREET NAME		TYPE	
201	S	EUGENE		ST	
VBR:	B	STATUS:	_	CLASS:	C
				LAST UPDATE:	07/17/1991 08:48
					VICKY TAXBILLX
	f2		f4		f6 NAME
	NEXT		REFRESH		SCREEN
					f8
					END

Available Function Keys:

- Next** (f2)                      Select **Next** to access the Real Property screen shown below.
- Refresh** (f4)                      **Refresh** redisplay the data.
- Name Screen** (f6)                      Select **Name Screen** to access the Name and Address information as described above.
- End** (f8)                              Select **End** once to be able to lookup another taxpayer. Select **End** twice to return to the Tax Listing Menu.

Suggested Procedure:

1. View this information then press **End** to exit the screen.  
OR  
Press **Next** to view the other Real Property information.

REALMNT READ	REAL PROPERTY	FEB 5, 2001, 4:19 PM
TWP-ACL-MAP---BLCK-DIR-LOT-LS-SPL		(Add, Change, Delete, Inquire)
00 00 0011 0 0002 0 0 002 _ _		ACTION: <u>INQUIRE</u>
RATE CODE: 01		
LENDER:	MORTGAGE HOLDER	MORTGAGE NUMBER PAID FROM ESCROW? (Y/N)
	_____	_____ -
COMMENTS:	_____	
	_____	
f1 PREVIOUS		f4 REFRESH
		f8 END

Available Function Keys:

**Previous** (f2)      Select **Previous** to go back to the Real Property screen.

**Refresh** (f4)      **Refresh** redisplay the data.

**End** (f8)      Select **End** once returns to the previous Real Property screen ready to lookup another taxpayer.

Suggested Procedure:

1. View this information then press **End** or **Previous** to exit the screen.

LISTMNT1 SELECT		LISTING		FEB 5, 2001, 4:20 PM									
LISTING: <input type="text"/> <input type="text"/>			(Inquire)										
			ACTION: <input type="text"/>										
TAXPAYER: _____		PARCEL: _____											
_____		_____											
_____		_____											
_____		_____											
TOWNSHIP: ___	RATE CODE: ___	REAL _____											
STATUS: _	OLD STATUS: _												
PENALTY: -		FMEQ	_____	_____	_____								
		MVEH	_____	_____	_____								
		OVEH	_____	_____	_____								
LAST UPDATE		MOBH	_____	_____	_____								
_____		ACFT	_____	_____	_____								
_____		SUP	_____	_____	_____								
		FNFX	_____	_____	_____								
COMMENTS		TOTAL PERSONAL	_____	_____	_____								
_____		ELDERLY	_____	_____	_____								
_____		TAXABLE VALUE	_____	_____	_____								
<table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>f4 REFRESH</td> <td><input type="text"/></td> <td>f6 FIND TAXPAYER</td> <td>f7 NAME SCREEN</td> <td>f8 END</td> </tr> </table>						<input type="text"/>	<input type="text"/>	<input type="text"/>	f4 REFRESH	<input type="text"/>	f6 FIND TAXPAYER	f7 NAME SCREEN	f8 END
<input type="text"/>	<input type="text"/>	<input type="text"/>	f4 REFRESH	<input type="text"/>	f6 FIND TAXPAYER	f7 NAME SCREEN	f8 END						

Information on the following screens may be incomplete depending upon the date viewed. During the month of December, the data is being changed daily in preparation for mailing of Listing Cards on the last day of the year. Then during the month of January and February, the data is being modified to include the new listing information returned on the Listing Cards.

Available Function Keys:

**Refresh (f4)**      **Refresh** redisplay the data.

**Find Taxpayer (f6)**      **Find Taxpayer** selection produces an empty screen that enables you to type in search criteria. This function calls the Taxpayer Lookup screen as described previously in this document.

**Name Screen (f7)**      Selecting **Name Screen** goes to the Name and Address screen. This screen was described earlier in this document.

**End (f8)**      Press **End** once to lookup another Listing. Press **End** two times to return to the Tax Listing Menu.

Lookup Screen Fields:

**Listing**      If you know the Listing number and Detail number, you may type them in this field.

**Action**      You may type **T** or just press the **Enter** key and it will default.

Suggested Procedure:

1. If you have pre-selected the Listing Number from the **Taxpayer Lookup** screen and it is loaded in the Listing field, then enter the detail number (if known) and then press the **Enter** key to display the information.

OR

Press **Find Taxpayer** and up to 9 listings will display as illustrated below. To view the next 9 listings, select **Next**. (Data used in the example below is to show placement only for a name search.)

LOOKMNT1	TAXPAYER LOOKUP	FEB 5, 2001, 10:08 AM
ENTER NAME: <input type="text" value="GUILFORD COUNTY"/> OR LISTING NO: <input type="text"/>		
<input type="checkbox"/> 2228017-001	GUILFORD COUNTY FARM BUREAU 3311 BURLINGTON RD # A	
<input type="checkbox"/> 2208547- C	GUILFORD COUNTY LAKE SITE	
<input type="checkbox"/> 2208555- C	GUILFORD COUNTY N C	
<input type="checkbox"/> 3998789-001	GUILFORD COUNTY TERMINAL COMPANY LLC	00-94-7029-0-0995-00-012- - B 17.24 AC LOWE
<input type="checkbox"/> 2208563- A	GUILFORD COURT HOUSE NAT MILITARY PARK	
<input type="checkbox"/> 2208571- A	GUILFORD COURTHOUSE NAT MILITARY PARK	
<input type="checkbox"/> 3218791-	GUILFORD CRISIS PREGNANCY MINISTRIES INC	
<input type="checkbox"/> 3354466- M	GUILFORD CRISIS PREGNANCY MINISTRIES INC	
<input type="checkbox"/> 3197913-	GUILFORD CTY MENTAL HEALTH DEV DIS/SUBSTANCE ABUSE PRO	

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<input type="button" value="f2&lt;br/&gt;NEXT"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value="f8&lt;br/&gt;END"/>
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Please notice on this screen that not all Listing numbers have a detail number associated with the listing. In this example there are only 2 listings with a detail, which are noted by the "001" detail number after the listing number. These are the only 2 records that should be chosen from this lookup screen for viewing the listing information.

Available Function Keys:

**Next (f2)**                      **Next** displays the next screen of available taxpayer information for the selected criteria. You may scroll through the entire list one screen at a time with this option.

**End (f8)**                        Press **End** once to return to the Listing screen. Press **End** two times to return to the Tax Listing Menu.

Lookup Screen Fields:

**Enter Name**

Enter the name of taxpayer you wish to search for in the database.

**Listing no**

If you know the Listing Number, you may type it in this field.

**Column 1** (Indicated by arrow)

Type an 'X' in the row identifying the account that you wish to view.

Suggested Procedure:

1. Once you have entered your search criteria, press the **Enter** key. Up to 9 listings will display as illustrated above. To view the next 9 listings, select **Next**. (Data used in the example above is to show placement only for a name search.)
2. Tab down to the row you wish to view, type '**X**' and press the **Enter** key.

LISTMNT1 READ		LISTING		APR 4, 2001, 10:09 AM	
				(Inquire)	
LISTING: 0634654 001				ACTION: INQUIRE	
TAXPAYER: GUILFORD COUNTY		PARCEL: 03 18 1183 0 0217 0 0 032			
PO BOX 3427		1 AC GREESON			
		SR 3088		1.00LT	
GREENSBORO NC 27402 3427		4040 OLD JULIAN RD			
TOWNSHIP: 03	RATE CODE: 04	REAL	46100		
STATUS: 1	OLD STATUS: 1	FMEQ	0		
PENALTY: -		MVEH	0		
		OVEH	0		
LAST UPDATE		MOBH	0		
02/23/2001 10 33		ACFT	0		
FRIEDA TAXBILL		SUP	0		
		FNFx	0		
COMMENTS		TOTAL PERSONAL	0		
PRE-LIST: 2-MV, 3-OV,		ELDERLY	0		
2000 PERS- 16.000		TAXABLE VALUE	46100		
f1 MOTOR VEHICLES	f2 OTHER VEHICLES	f4 REFRESH	f6 NAME SCREEN	f8 END	

Available Function Keys:

**Motor Vehicles (f1)** Select **Motor Vehicles** to access the Motor Vehicle Listing information described below.

**Other Vehicles (f2)** Select **Other Vehicles** to access the Other Vehicle Listing information described below.

**Refresh (f4)** **Refresh** redisplay the data.

**Name Screen (f6)** Selecting **Name Screen** goes to the Name and Address screen. This screen was described earlier in this document.

**End (f8)** Press **End** once to lookup another Listing. Press **End** two times to return to the Tax Listing Menu.

Suggested Procedure:

1. View this information and press **End** to lookup another listing.

OR

Press **Motor Vehicles** to view the motor vehicles assigned to this listing.

OR

Press **Other Vehicles** to view the other vehicles assigned to this listing.

MVEHMT1 SELECT		MOTOR VEHICLE LISTING		APR 4, 2001, 10:26 AM	
LISTING: 0634654		001			
VEHICLE COUNT:					
STATUS	YEAR	MAKE	BODY	VIN / DESCRIPTION	VALUE
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

			f4 REFRESH		f6 FIND TAXPAYER	f7 OTHER VEHICLES	f8 END
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Available Function Keys:

**Refresh (f4)**      **Refresh** redisplay the data.

**Find Taxpayer (f6)**    **Find Taxpayer** selection produces an empty screen that enables you to type in search criteria. This function calls the Taxpayer Lookup screen as described previously in this document.

**Other Vehicles (f7)**    Selecting **Other Vehicles** goes to the Other Vehicle Listing screen.

**End (f8)**                Press **End** once to return to the Listing screen.

Lookup Screen Fields:

**Listing**                 If you know the Listing number and Detail number, you may type them in this field. They may be preloaded if entering this screen from the Listing screen.

Suggested Procedure:

1. If you have pre-selected the Listing Number and Detail number from the **Taxpayer Lookup** or **Listing** screen and it is loaded in the Listing field then press the **Enter** key to display the information.

OR

Press **Find Taxpayer** and up to 9 listings will display as illustrated below as described in the Taxpayer Lookup screen. To view the next 9 listings, select **Next**.

MVEHMNT1 MASTER		MOTOR VEHICLE LISTING			APR 4, 2001, 10:09 AM	
LISTING: 0634654 001		GUILFORD COUNTY			PO BOX 3427	
VEHICLE COUNT: 1						
STATUS	YEAR	MAKE	BODY	VIN / DESCRIPTION	VALUE	
—	—	—	—	—	—	
█	65	FORD	TK	F25DL679015	0	
—	—	—	—	—	—	
—	—	—	—	—	—	

f1 ROLL DOWN	f2 ROLL UP ^		f4 REFRESH				f8 END
--------------	--------------	--	------------	--	--	--	--------

Available Function Keys:

**Roll Down (f1)**      **Roll Down** selection scrolls down the Motor Vehicle information record by record on the screen.

**Roll Up (f2)**      **Roll Up** selection scrolls up the Motor Vehicle information record by record on the screen.

**Refresh (f4)**      **Refresh** redisplay the data.

**End (f8)**      Press **End** once to return to the Listing screen.

Lookup Screen Fields:

**Listing**      If you know the Listing number and Detail number, you may type them in this field. They may be preloaded if entering this screen from the Listing screen.

Suggested Procedure:

1. If you have pre-selected the Listing Number and Detail number from the **Taxpayer Lookup** or **Listing** screen and it is loaded in the Listing field then press the **Enter** key to display the information.

OR

Press **Find Taxpayer** and up to 9 listings will display as illustrated below as described in the Taxpayer Lookup screen. To view the next 9 listings, select **Next**.



OTHERMNT MASTER		OTHER VEHICLE LISTING			APR 4, 2001, 10:10 AM								
LISTING: 0634654 001 GUILFORD COUNTY PO BOX 3427													
VEHICLE COUNT: 3													
STATUS	TYPE	YEAR	MAKE	DESCRIPTION		VALUE							
	MH	75	WACC	12X70	3909 ONNIE RD	0							
	MH	70	COBU	12X60	3911 ONNIE RD	0							
	MH	72	LENO	12X60	3913 ONNIE RD	0							
<table border="1"> <tr> <td>f1 ROLL DOWN</td> <td>f2 ROLL UP ^</td> <td></td> <td>f4 REFRESH</td> <td></td> <td></td> <td>f8 END</td> </tr> </table>							f1 ROLL DOWN	f2 ROLL UP ^		f4 REFRESH			f8 END
f1 ROLL DOWN	f2 ROLL UP ^		f4 REFRESH			f8 END							

Available Function Keys:

**Roll Down (f1)**      **Roll Down** selection scrolls down the Other Vehicle information record by record on the screen.

**Roll Up (f1)**      **Roll Up** selection scrolls up the Other Vehicle information record by record on the screen.

**Refresh (f4)**      **Refresh** redisplay the data.

**End (f8)**      Press **End** once to return to the Listing screen.

Lookup Screen Fields:

**Listing**      If you know the Listing number and Detail number, you may type them in this field. They may be preloaded if entering this screen from the Listing screen.

Suggested Procedure:

1. If you have pre-selected the Listing Number and Detail number from the **Taxpayer Lookup** or **Listing** screen and it is loaded in the Listing field then press the **Enter** key to display the information.

OR

Press **Find Taxpayer** and up to 9 listings will display as illustrated below as described in the Taxpayer Lookup screen. To view the next 9 listings, select **Next**.

# Real Estate Appraisal System

Select 2 from the main menu and press the ENTER key. The Parcel Menu will display.

Parcel Menu Pumenu

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Menu Choice: █

- 0. Parcel Information and Totals
- 1. Land
- 2. Outbuildings and Extra Features
- 3. Buildings

f4 Refresh      f6 Lookup      f7 GoTo Parcel      f8 End

Make you menu selection (0 through 3) and press ENTER.

## Available Function Keys:

**Refresh** (f4)      **Refresh** clears the menu for the next option.

**Lookup** (f6)      The **Lookup** selection produces an empty screen that enables you to type in search criteria. **Lookup** can be used at any time while using the system.

**Go To Parcel** (f7)      The **Go To Parcel** selection is used to retrieve data specified by the criteria entered through the **Lookup** function.

**End** (f8)      The **End** selection returns you to the Main Menu.

## Suggested Procedure:

1. Upon initial entry into the Real Estate Appraisal System, select **Lookup** to access the following screen.



5. You would type one of the numbers in the **Your choice** field to view that particular data.

**By**

Type the one position code identifying the search type: N = Name, P = Parcel, or A = Address.

**Number, Dir, Street name, Type**

Type the house number, street direction, name and type (i.e. CT, ST) if you wish to search by address.

Suggested Procedure:

1. Once you have entered your search criteria, select **First Group**. Up to 10 listings will display as illustrated below. To view the next 10 listings, select **Next Group**. (Data used in the example below is to show placement only for a name search.)

Lookup: **GUILFORD COUNTY** Your choice:  By: **N** (Name, Parcel, Address)

	Number	Dir	Street name	Type		
1.	GUILFORD COUNTY.....	00	00	0001	0	0003 00 001
	C 201 S GREENE ST				1.00	LT 3,749,200
2.	GUILFORD COUNTY.....	00	00	0011	0	0002 00 001
	C 221 W MARKET ST				0.00	LT 6,433,600
3.	GUILFORD COUNTY.....	00	00	0011	0	0002 00 002
	C 201 S EUGENE ST				0.00	LT 19,864,600
4.	GUILFORD COUNTY.....	00	00	0013	0	0001 00 018
	C 506 BATTLEGROUND AV				1.00	LT 120,700
5.	GUILFORD COUNTY.....	00	00	0013	0	0010 00 001
	C 330 N EUGENE ST				1.00	LT 2,549,700
6.	GUILFORD COUNTY.....	00	00	0013	0	0010 00 016
	C 312 N EUGENE ST				1.00	LT 248,400
7.	GUILFORD COUNTY.....	00	00	0020	0	0004 00 009
	I 502 W WASHINGTON ST				1.00	LT 114,900
8.	GUILFORD COUNTY.....	00	00	0020	0	0005 00 001
	C 443 W SYCAMORE ST				1.00	LT 147,600
9.	GUILFORD COUNTY.....	00	00	0020	0	0005 00 002
	C 437 W SYCAMORE ST				1.00	LT 89,400
10.	GUILFORD COUNTY.....	00	00	0020	0	0005 00 003
	C 431 W SYCAMORE ST				1.00	LT 124,200

f1 First Group    f2 Next Group    f4 Refresh    f8 End

2. Type the corresponding sequential number of the data you wish to retrieve in the **Your choice** field.
3. Select **End** to return to the Parcel Menu.
4. Select **Go To Parcel** to access the Parcel Information screen shown below. Then press **Enter** key to view the information for the selected parcel. To view another parcel, select **Lookup** and repeat the above procedures.

Parcel Information				Puinfo	
-----					
Action: I	Parcel number: 00 00 0001 0 0003 00 001 _ _				
-----					
Owner name	GUILFORD COUNTY		Buildings	1	3,016,600
Legal	201 S GREENE		Outbuildings	4	78,200
			Land	1	654,400
Land Units	1.00 LT		Assessed	3,749,200	
Parcel Address	201 S GREENE ST		Land (farm use)		
Neighborhood	10801 DOWNTOWN-FINANCIAL DIST.		Deferred		
Prior Values			Rate Code 01	Exempt C	
Buildings	2,531,520	Appraisal Date	08/08/1994		
Outbuildings	56,680	Appraiser 41	New notice	Use/Model 17 4	
Land	585,160	Last Notice Date	00/00/0000 Heated Area 60,461		
Market	3,153,360	Last Notice	Comments		
Sales					
Deed Ref	Mo	Year	In	Q	I Price
3855 297	1	1991	WD	U	I 3,722,500
3773 546	11	1989	WD	U	I 650,000
3427 2247	2	1985	WD	U	I 1,100,000
-----					
GUILFORD CO. ADMIN. OFFIC					
-----					
Exempt Code C					
Override Value					
Override percent Code					
		f4 Refresh		f7 GoTo Land	
				f8 End	

Available Function Keys:

**Refresh (f4)**      **Refresh** redisplay the data.

**Go To Land (f7)**      Once you have viewed the parcel information, select **Go To Land** to access the Land screen.

**End (f8)**      Select **End** once to be able to Lookup another parcel. Select **End** twice to exit the Parcel Information screen and return to the Parcel Menu.

Suggested Procedure:

Select **Go To Land** to view the Land screen shown below.

Land										Puland	
-----											
Action: <u>I</u>		Parcel number: <u>00 00 0001 0 0003 00 001</u> _ _									
-----											
Owner name	<u>GUILFORD COUNTY</u>						Buildings	<u>1</u>	<u>3,016,600</u>		
Address	<u>201 S GREENE ST</u>						Outbuildings	<u>4</u>	<u>78,200</u>		
Neighborhood	<u>10801 DOWNTOWN-FINANCIAL DIST.</u>						Land	<u>1</u>	<u>654,400</u>		
Land Units	<u>1.00 LT</u>						Assessed	<u>3,749,200</u>			
-----											
	Use	Zoning	Front	Depth	Size Fact M	Cond Fact	Unit Price	Adj Unit Price	Unit Units Type	Value	
<u>1</u>	<u>1700</u>	<u>CB</u>			<u>1.00 0</u>	<u>1.10</u>	<u>20.00</u>	<u>22.00</u>	<u>29745.00</u>	<u>SF</u>	<u>654,400</u>
Note: P WSCG											
<u>2</u>											
Note:											
<u>3</u>											
Note:											
<u>4</u>											
Note:											
-----											
f1 First Group		f2 Next Group		f4 Refresh				f7 GoTo Outbuild		f8 End	

Available Function Keys:

**First Group (f1)** Select **First Group** to view additional land information for this parcel or return to the first land screen after using **Next Group**.

**Next Group (f2)** **Next Group** displays additional land information for this parcel if available. Continue to scroll through the information with this option.

**Refresh (f4)** **Refresh** redispays the data.

**Go To Outbuild (f7)** Once you have viewed the land information, select **Go To Outbuild** to access the Outbuildings and Extra Features screen.

**End (f8)** Select **End** once to be able to Lookup another parcel. Select **End** twice to exit the Land screen and return to the Parcel Menu.

Suggested Procedure:

Select **Go To Outbuild** to view the Outbuilding and Extra Features screen shown below.

Outbuildings and Extra Features										Puob	
-----											
Action: <u>I</u>		Parcel number: <u>00 00 0001 0 0003 00 001</u> _ _									
-----											
Owner name	<u>GUILFORD COUNTY</u>					Buildings	<u>1</u>	<u>3,016,600</u>			
Address	<u>201 S GREENE ST</u>					Outbuildings	<u>4</u>	<u>78,200</u>			
Neighborhood	<u>10801 DOWNTOWN-FINANCIAL DIST.</u>					Land	<u>1</u>	<u>654,400</u>			
Land Units	<u>1.00 LT</u>					Assessed		<u>3,749,200</u>			
-----											
Code	Desc	Len	Wid	Unit Price	Units	Orig Cond	AYB	EYB	Depr	O Curr R Cond	Value
<u>1</u>	<u>09</u>			<u>1.20</u>	<u>7,000</u>	<u>100</u>	<u>1970</u>	<u>1960</u>	<u>05</u>		<u>0</u>
<u>2</u>	<u>45</u>			<u>42,000</u>	<u>1</u>	<u>100</u>	<u>1940</u>	<u>1980</u>	<u>02</u>	<u>68</u>	<u>28,600</u>
<u>3</u>	<u>46</u>			<u>70,000</u>	<u>1</u>	<u>100</u>	<u>1980</u>	<u>1980</u>	<u>02</u>	<u>68</u>	<u>47,600</u>
<u>4</u>	<u>18</u>			<u>15.00</u>	<u>256</u>	<u>100</u>	<u>1940</u>	<u>1980</u>	<u>03</u>	<u>52</u>	<u>2,000</u>
<u>5</u>											
<u>6</u>											
f1 First Group		f2 Next Group		f4 Refresh				f7 GoTo Building		f8 End	

Available Function Keys:

**First Group (f1)** Select **First Group** to view additional outbuilding and extra features information for this parcel or return to the first outbuilding screen after using **Next Group**.

**Next Group (f2)** **Next Group** displays additional outbuilding and extra features information for this parcel. Continue to scroll through the information with this option.

**Refresh (f4)** **Refresh** redisplay the data.

**Go To Building (f7)** Once you have viewed the land information, select **Go To Building** to access the Building screen.

**End (f8)** Select **End** once to be able to Lookup another parcel. Select **End** twice to exit the Outbuilding and Extra Features screen and return to the Parcel Menu.

Suggested Procedure:

Select **Go To Building** to view the Building screen shown below.

Building -- Model 4, 6, OR 7		Pubuil14
Action: I Parcel number: 00 00 0001 0 0003 00 001 _ _		Building number: _1
Use 17 OFFICE, 3 FLRS OR LESS	Model 4 OFFICE	
Foundation 4 SPREAD FTG 6	Sub Floor 7 STRUCT SLAB 16	
Exterior Wall 1 12 STUCCO-MASON 19	Exterior Wall 2 28 GLASS/THERMO 35	
Roof Structure 10 STEEL FRM/TRS 10	Roof Cover 4 BUILT UP T&G 3	
Interior Wall 1 5 DRYWALL 22	Interior Wall 2 6 CUSTOM 30	
Floor Cover 1 14 CARPET 5	Floor Cover 2 5 ASPHALT TILE 2	
Heating Fuel 3 GAS 1	Heat Type 4 AIR-DUCTED 5	
Air Conditioning 4 PACKAGED ROOF 6		
Restrooms 9 Fixtures 63	Heated area per fixture 960 3	
Market Factor 2 FACTOR 2 1.00	Quality Adjust 4 ABOVE AVERAGE 1.10	
Year Built 1948	Effective Year Built 1986	
Economic Obso _ Functional Obso _	Special Condition _ Percent _	
Actual Area 64,431 Heated Area 60,461	Size Factor 0.90	
Floor 4		
Structural Frame 6 STEEL 9	Ceiling & Wall Fin 3 SUSP-C&W INS 5	
Rooms per floor 30 Common Wall pct _	Non-std Wall Height 10 factor 1.00	
Total Points 120 Base Rate 48.00	Effective Area 62,132 Total Depr 15	
Adjusted Base Rate 57.12	Replace. Cost 3,548,980 Value 3,016,600	

f1 First Building	f2 Next Building	f4 Refresh	f7 GoTo Traverse	f8 End
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Available Function Keys:

**First Building (f1)** Select **First Building** to view additional building information for this parcel or return to the first building screen after using **Next Building**.

**Next Building (f2)** **Next Building** displays additional building information for this parcel if more than one building exists. Continue to scroll through the information with this option.

**Refresh (f4)** **Refresh** redispays the data.

**Go To Traverse (f7)** Select **Go To Traverse** to view the traverse information for this building.

**End (f8)** Select **End** once to be able to Lookup another parcel. Select **End** twice to exit the Traverse screen and return to the Parcel Menu.

Suggested Procedure:

Select **Go To Traverse** to view the Building Traverse screen shown below.

Building		Pubui l20	
Action: <u>I</u> Parcel number: <u>00 00 0001 0 0003 00 001</u> ___ _		Building number: <u>1</u>	
Owner name	<u>GUILFORD COUNTY</u>	Buildings	<u>1</u> <u>3,016,600</u>
Address	<u>201 S GREENE ST</u>	Outbuildings	<u>4</u> <u>78,200</u>
Neighborhood	<u>10801 DOWNTOWN-FINANCIAL DIST.</u>	Land	<u>1</u> <u>654,400</u>
Land Units	<u>1.00 LT</u>	Assessed	<u>3,749,200</u>
Use <u>17 OFFICE, 3 FLR</u> Model <u>4 OFFICE</u>			
Traverse <u>1....+....2....+....3....+....4....+</u>		Sketch <u>N</u>	
1 BSM=1, BAS=15000\$, CAN=691\$, FLR=1, BAS=W80, S53, W . 48, FST=N50, E48, S50, W48\$, S24, W10, S67, E49, CAN=E . 7, N2, W7, S2\$, N2, E7, S2, E41, CAN=E41, N57, W6, S52, W . 35, S5\$, N5, E35, N52, E6, N5, W3, N3, E3, N3, CAN=N24, W 5 6, S24, E6\$, W6, N24, E6, N3, W3, N3, E3, N5, CAN=N29, W6 . , S29, E6\$, W6, N29, E6, N3, CAN=N5, W6, S5, E6\$, W6, N5, . E6, N4\$, FLR=2, BAS=14800\$, FLR=3, BAS=15000\$. . 9			
Comments			
GUILFORD CO. ADMIN. OFFIC			
Address	Number <u>201</u>	Dir Street Name <u>S GREENE</u>	Type <u>ST</u> This Building's Value <u>3,016,600</u>
f1 First Building	f2 Next Building	f4 Refresh	f7 GoTo Elements f8 End

Available Function Keys:

**First Building (f1)** Select **First Building** to view additional building traverse information for this parcel or return to the first building traverse screen after using **Next Building**.

**Next Building (f2)** **Next Building** displays additional building information for this parcel if more than one building exists. Continue to scroll through the information with this option.

**Refresh (f4)** **Refresh** redispays the data.

**Go To Elements (f7)** Select **Go To Elements** to return to the building screen.

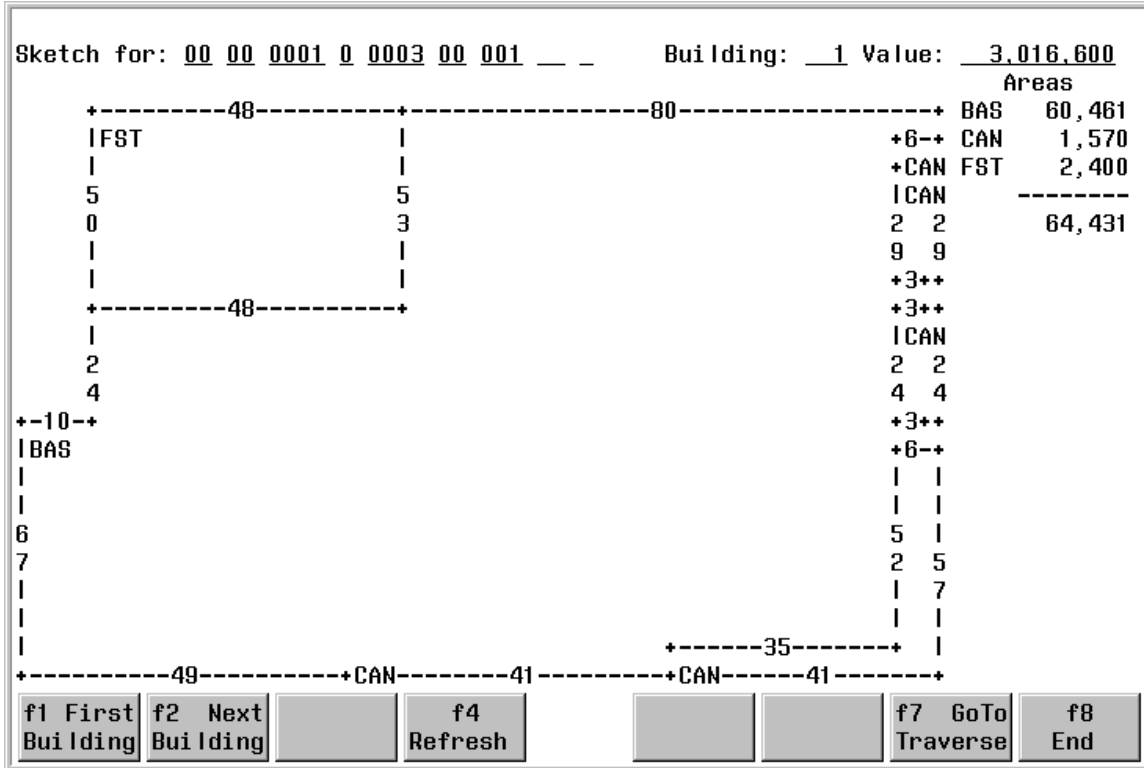
**End (f8)** Select **End** once goes back to the Building screen to be able to Lookup another parcel. Select **End** twice to exit the Traverse screen and return to the Parcel Menu.

Traverse Screen Field:

**Sketch** By typing **Y** in this field and pressing the **Enter** key, a sketch of the building will display.

Suggested Procedure:

Type **Y** in the Sketch field and press the **Enter** key. The following screen will display if you opt to view the sketch of the building.



Suggested Procedure:

1. Once you have completed your search, press **End** twice to return to the Parcel Menu.
2. At that point either:
  - A. Perform another lookup as outlined in this document or
  - B. Press **End** to exit back to the Main Menu.