

# WASHINGTON COUNTY Property Tax Data Request

## Contact/Billing Information:

Name/Company \_\_\_\_\_ Daytime Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ Email Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

## What Parcels are you requesting data for?

Entire County  
 Selected City/Town: \_\_\_\_\_  
 Selected School District: \_\_\_\_\_  
 Additional Selection Criteria: \_\_\_\_\_

## What data are you requesting?

<p><b>Printout/Report</b></p> <p><input type="checkbox"/> Printed Copy \$97 + \$1/page*</p> <p><input type="checkbox"/> PDF File \$97*</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Diskette \$2  <input type="checkbox"/> CD \$5  <input type="checkbox"/> Email                 </p>	<p><input type="checkbox"/> Name/Address/Description or <input type="checkbox"/> Most Current Information  <input type="checkbox"/> Indicate Specific Payable Year _____  <input type="checkbox"/> Full description or <input type="checkbox"/> indicate # of lines _____</p> <p><input type="checkbox"/> Current Year Tax Roll Full description Y/N? _____</p> <p><input type="checkbox"/> Delinquent Parcel Listing or <input type="checkbox"/> All Parcels  <input type="checkbox"/> Indicate Payable Years to Include _____  <input type="checkbox"/> Full description or <input type="checkbox"/> indicate # of lines _____                  Include Property Address Y/N? _____</p> <p><input type="checkbox"/> Special Assessments Include Taxpayer Name Y/N? _____</p> <p><input type="checkbox"/> Other (explain) _____</p>
<p><b>Labels</b></p> <p>\$97 + \$.03 per label*                  (30 labels/page)</p>	<p><input type="checkbox"/> Primary Taxpayer Name/Mailing Address or <input type="checkbox"/> One Label per Parcel. Include PID on label Y/N? _____                  or <input type="checkbox"/> One Label per Taxpayer</p> <p><input type="checkbox"/> Occupant, Property Address</p> <p><input type="checkbox"/> Other (explain) _____</p>
<p><b>Data Files</b></p> <p>\$97 + \$.02 per parcel or record*</p> <p><b>Format:</b></p> <p><input type="checkbox"/> CSV  <input type="checkbox"/> Text  <input type="checkbox"/> Other (explain) _____</p> <p><b>Media:</b></p> <p><input type="checkbox"/> Diskette \$2  <input type="checkbox"/> CD \$5  <input type="checkbox"/> Email</p>	<p><input type="checkbox"/> Name/Address/Description or <input type="checkbox"/> Most Current Information  <input type="checkbox"/> Indicate Specific Payable Year _____</p> <p><input type="checkbox"/> Current Year Tax Roll or <input type="checkbox"/> Taxpayer Name at time tax statements were mailed                  or <input type="checkbox"/> Most Current Name available</p> <p><input type="checkbox"/> Delinquent Parcels or <input type="checkbox"/> All Parcels                  or <input type="checkbox"/> Indicate Payable Years to Include _____</p> <p><input type="checkbox"/> Full Description</p> <p><input type="checkbox"/> Special Assessments</p> <p><input type="checkbox"/> Residential Property Characteristics</p> <p><input type="checkbox"/> Sales or <input type="checkbox"/> All Sales                  or <input type="checkbox"/> Selected Date Range _____</p> <p><input type="checkbox"/> Other (explain) _____</p>

Additional Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## How do you want the data sent to you?

Will pick up     Email to address indicated above     Mail. Postage fees will be added to all mailed requests.

## Sign Form and Submit Request

Allow five to ten working days for processing. Special Requests, if available, may take longer.

\*Fees indicated are for existing extract programs. If required, programming fee is \$97 per hour. Washington County political subdivisions and nonprofit organizations receive a 50% reduction in the Data File per parcel/record fees indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail request to: **Washington County Department of Assessment, Taxpayer Services and Elections Attn: Taxation Division**  
 14949 62<sup>nd</sup> St N PO Box 6, Stillwater MN 55082 or Fax request to 651-430-6178. Questions? Call 651-430-6175

### Instructions:

1. Fill in your Contact/Billing Information.
2. Check the box to indicate what parcels you are requesting data for. If you have further criteria, such as "*residential homesteads only*", indicate that in the "Additional Selection Criteria" section. If available, there may be a \$97 per hour programming fee to set up the query if it does not already exist.
3. Check the boxes to indicate what data you are requesting. Some items have additional options listed in the right hand column, be sure to check which options you want. Under "Additional Instructions", indicate any other information about your request.
4. Check the box to indicate how you want the data sent to you. There is no charge if you pick it up or have it emailed to you. Postage fees will be added to the total cost billed to you if you elect to have it mailed.
5. Sign the form and submit the request to Washington County at the address or fax number indicated on the front of the form.
6. Allow five to ten working days for processing. We will contact you if we need to clarify what you are requesting. If you are requesting something that is not an existing query and programming charges would be incurred to set it up, we will contact you and give you an estimate of what the programming fees would be before we process your request.

Note on fees: Washington County political subdivisions and nonprofit organizations receive a 50% reduction in the cost per parcel on Data files. There is no reduction in set up fees, mailing labels, or programming charges.

## Content of Existing Reports/Data Extracts

### Printouts

Check the box to indicate if you want a printed copy. The fee is \$97 + \$1 per page. If you want a PDF version, there is no per page cost.

- **Name/Address/Description.** PID, Taxpayer Name/Address, Taxing Districts, Description. Check the box to indicate whether you want the most current information available, or if you want data for a specific payable year. Also indicate whether you want the full description or a limited number of lines.
- **Current Year Tax Roll.** PID, Taxpayer Name/Address, Taxing Districts, Description, Property Classification, Values, Taxes, Credits, Assessments, Amount Due, Payments to Date, Balance Due. Indicate whether you want the full description or not.
- **Delinquent Parcel Listing.** PID, Taxpayer Name/Address, Property Address (optional), Year of Delinquency, Tax Unpaid, Assessment Unpaid, Fees, Total Unpaid Balance. Check the box to indicate whether you want parcels delinquent for all years, or for selected payable years. Indicate whether you want the full description or a limited number of lines. Also indicate whether you want the Property Address to be included or not.
- **Special Assessments.** PID, Taxpayer Name/Address (optional), Code, Start Year, Years to Run, Calculation Method, Initial Amount, Principal for the Current Year, Interest for the Current Year, Remaining Balance. Indicate whether you want the taxpayer name or not.

### Labels

- **Primary Taxpayer/Mailing Address.** The labels will include the Name and Mailing Address of the Primary Taxpayer. This will not necessarily be the address of the property. This is the address the county uses for property tax-related mailings. Check the box to indicate whether you want one label per parcel or one label per taxpayer. For example, one taxpayer owns 6 parcels. If you select one label per parcel, you will get 6 labels. If you select one label per taxpayer, you will get 1 label.
- **Occupant/Property Address.** The labels include "Occupant" and the Property Address. **Use caution when selecting this option!** The property tax database does not necessarily have an address for every improved parcel, and vacant land parcels do not have a property address. Some parcels have multiple property addresses. You may not get labels for all parcels you were anticipating. Also, there is no guarantee that the property address is a valid mailing address, so you may get a lot of returned mail if you use this option.

### Data Files

Check the boxes to indicate what format you want the file in and whether you want the file on diskette, CD, or emailed to you.

Files can be linked together based on the PID.

- **Name/Address/Description.** Year, PID, Taxpayer Name, Mailing Address, Property Address, 10 lines of Description, Taxing District Codes. Check the box to indicate whether you want the most current information available, or if you want data for a specific payable year.
- **Tax Roll.** Year for names, PID, Taxpayer Name, Mailing Address, Property Address, 10 lines of Description, Taxing Districts, Year for values/taxes, EMV Land, EMV Building, EMV Machinery, Total EMV, Taxable MV, Tax Amount, Special Assessment Amount, Total Due, Classification, Homestead Status. Value/Tax amounts are as billed on the original tax statement and do not reflect subsequent adjustments. Check the box to indicate if you want the taxpayer name information at the time tax statements were mailed, or if you want the most current name available.
- **Delinquent Parcels.** Year of delinquency, PID, Name, Address, Property Address, Classification, Homestead status, Unpaid Balance, Payment Plan Indicator. Check the box to indicate if you want to include unpaid parcels for all years, or just for selected payable years.

The following additional information is available in separate files because there may be multiples per parcel:

- **Full Description.** Year, PID, sequence number, 25 lines of description.
- **Special Assessments.** PID, Special Assessment Code, Special Assessment Description, Calculation Type, Start Year, Years to Run, Interest Rate, Extra Months, Extra Days, Initial Amount, Deferral Status, Year for installment, Principal, Interest, Total Payment, Remaining Balance. County Environmental Charges and South Washington Watershed Storm Water Utility fees are billed as special assessments. Unless specifically requested to be included, those are excluded from the file.
- **Residential Property Characteristics.** PID, City/Town, Year Built, Description, Number of Bedrooms, Number of Bathrooms, Basement Finish, Total Living Area, Total Basement Area
- **Sales.** PID, City/Town, Qualified Sale Y/N, Sales Date, Sales Price. Check the box to indicate if you want to receive all sales in the database, or for only a selected date range.