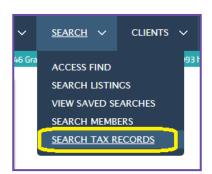
# Search Tax Records

(NY State MLS Only)



### Step 1:

Open the Tax Record search by clicking 'Search Tax Records' found under the 'Search' drop down menu.



## Step 2: Create your search criteria

In order to perform a search you must choose a county and at least one of the following: SBL Number, Street Name, Owner's Last Name.

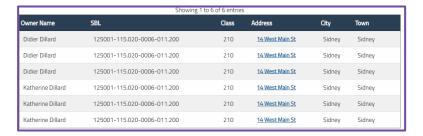
Additional fields can be used to refine your search. Click the Search Button.

Note: Tax Record Search is currently available to NY State MLS Members only. The Tax Record Search does not contain data from the five boroughs.



## Step 3:

Click the property address in the results field to open the correct property record.



#### Step 4: Review the Public Record

If the record you chose is not correct, go back by clicking the 'Search Results' button. Once you have the correct record, you can chose from one of three options.

Import Record: This option will allow you to create a listing using the data from the public record.

Add to CMA: This option will add the property to a CMA. The property can be used as the subject or a comparable property.

**Printer Friendly**: Send a copy to your printer.

