


# Having difficulty finding your parcel?

While the simplest way to find your bill or parcel is to look at your current tax bill locate the bill number in the upper right-hand corner and enter that number into the "Tax Bill #" section, you may not have access to your bill or you may need to search in a different way.

There is **no need to fill in all the information** in every box of the search window. The program has the ability to search with **ANY** one section completed as long as that information is accurate.

**Any information you don't know, leave blank.** If there is more than one parcel with the criteria you list, it will produce a list and you will be able to choose the specific parcel from that list.



Ichabod Crane Central School  
Columbia and Rensselaer Counties  
PAY TO: A Tax BILL Must Accompany, Payment. Contact, Mindy Potts (518) 758-7575 x 3001

Click an underlined link next to a box for help on entering that information.

If you leave a box blank, that item will be ignored in the search. However, only the first 250 matching properties will be retrieved, so you may need to add additional search information to narrow your search.

Click the Search button or just press the (Enter) key to search for matching parcels.

You can also click the "Clear Search Criteria" link at the bottom right to clear all boxes.

[Select a different district](#)

### Search for a Property

Tax Year:	2014 School Tax ▼
<a href="#">Owner Name:</a>	<input type="text"/>
	<input type="checkbox"/> <a href="#">Match to any part of owner name</a>
<a href="#">Street Number:</a>	<input type="text"/>
<a href="#">Property Location:</a>	<input type="text"/>
SWIS Code:	(All SWIS Codes) ▼
<a href="#">Tax Map Number:</a>	<input type="text"/>
Tax Bill #	<input type="text"/>
<input type="button" value="Search"/>	<a href="#">Clear Search Criteria</a>

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The most frequent issue when searching for a parcel is:

**There are no properties that match your search information**

Here are some common reasons why:

**You have a typo.** This program is not like a Google search which will sometimes ask "did you mean..." if it thinks you meant to type something else. You must type in the information exactly as it was entered in the InfoTax program.

**There's difference between Hawley Rd and Hawley Road.** If you type in "Hawley Road," for the "Property Location" section, it will say there are no such properties. This is because all the Hawley Road

parcels were entered as “Hawley Rd” and, sadly, the program will not recognize that “Road” means “Rd.” Same thing for “Street” vs. “St” and “Avenue” vs. “Ave,” etc. Most property locations were entered using standard abbreviations. You must type in the information exactly as it was entered in the program. Try using a standard abbreviation.

**911 street numbers aren't always on the parcels.** Some houses are identified with a 911 street number, however, for tax purposes, the street number on the parcel is not recorded. If you input your street number when there is none on the bill, it will say there are no properties. You must type in the information exactly as it was entered in the program. Try removing the street number and search just by the street.

**Spaces are characters.** If the name is VanAllen. Some names were entered with a space between “Van” and “Allen” and some were not. You must type in the information exactly as it was entered in the program. Try spelling the name with a space or without the space. Or try searching by Property Location.

**The property is on a County Route or a State Route.** This can be problematic since there are a number of abbreviations for County Routes: CR22, Cty Rte 22, County Route 22, Route 22 and the same for State Routes. Different parcels on the same route may have the “Property Location” listed with a different abbreviation. You must type in the information exactly as it was entered in the program. If you live on a County or State Route, try searching by owner name.

**If you recently purchased the property, it may still be listed under the previous owner's name.** Changes to the tax rolls happen ALL the time and there are a number of steps to update owner information on the tax bills after a purchase. The paperwork may not have made it to the appropriate people by the cut-off for when we needed to have the tax bills printed. It will catch up.

**Please, don't get frustrated if the program says there are no properties that match your search criterion.**

- **Simply enter the smallest amount of information you KNOW to be correct and leave the rest of it blank. If there is more than one parcel with the criteria you enter, it will produce a list and you will be able to choose the specific parcel from that list.**
- **Check for typos.**
- **And if that doesn't work, call Mindy Potts 518-758-7575 x 3001.**