

KENOSHA COUNTY New Tax Collection and Land Information System

Kenosha County is replacing the current

Tax and Land Information System on October 3rd, 2016.

The current Property Inquiry website will be changing as a result of this upgrade.

Below are some Frequently Asked Questions about the new Property Inquiry web portal website.

If viewing on the Kenosha County website,
Click on the expand/collapse buttons at the left of the question
to show/hide information.

September 15, 2016



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1. How do I access the new Property Inquiry Website?

- From the main <u>www.KenoshaCounty.org</u> website:
 - 1. In your internet browser, go to: www.KenoshaCounty.org
 - 2. Click on the "Property & Taxes" icon
 - 3. Select the "Property Inquiry" icon
- Directly from your internet browser address line:
 - 1. Type "PropertyInfo.KenoshaCounty.org" in your browser's address line, and press enter.

2. What Information is available?

Information on the Web Portal is by Tax Year. By tax year selected...

Web Pages:

- o **Parcel**: Ownership, Address, parcel metrics, Parent/Child relationships, Notes, Legal Description, Township-Range-Section information, Districts, and GIS Map
- Taxes: Net Mill Rate, Bill Address, Installments, Lottery Claims, Tax Bill details,
 Tax History, Payments, Interest/Penalty calculation (based on user inputted date)
- o **Assessments**: Assessment Ratios, Class Valuations (Land, Improvements, Total)
- o **Buildings**: Metrics and classifications of all buildings on the property
- o **Documents**: Relevant documents recorded on the property
- o GIS Map: a link to the GIS mapping system
- Reports (via command buttons on the web site):
 - o **Property Summary Report** (Parcel, Taxes, Assessments, or Documents Tab)
 - Tax Bill (Taxes Tab)
 - Tax Balance Report (Taxes Tab)

3. What is the format/layout of the new Property Inquiry Website?

There is a single page containing the Search Screen, Parcel Information, and Search Results.

See "Figure 1: Website Page Layout" at the end of this document for a picture and description of the various parts of the website content.



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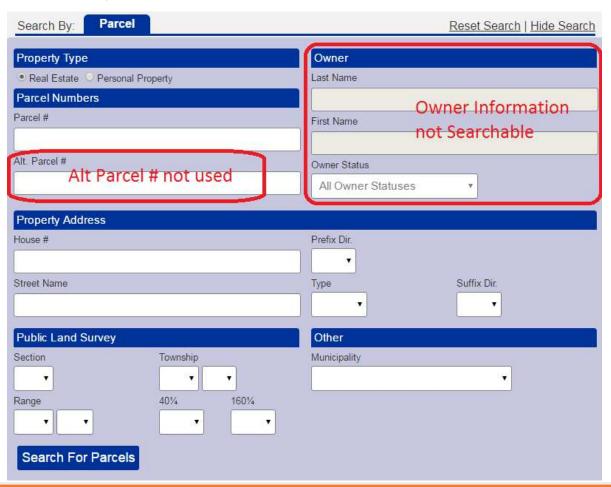
4. With what information am I able to search on for parcels?

Real Estate Parcels:

- Parcel Number
- Property Address
- Land Survey (i.e. Metes and Bounds)
- Municipality
- Name is <u>not</u> permitted.

Personal Property Parcels:

- Name
- Personal Property Account #
- 5. What is the layout of the new search screen?





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6. How do I format different search values?

You can fill in as much information as you have on the search screen to narrow your search. For a specific parcel, Parcel Number is most often used.

Below is an example of filling in the Search screen for a parcel.

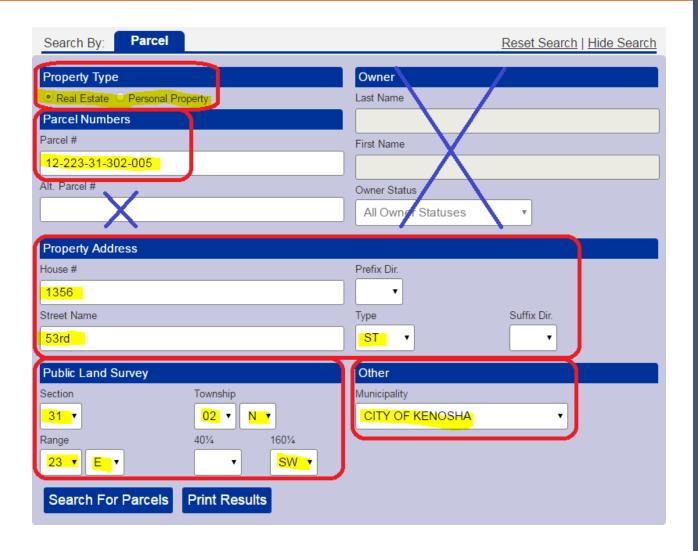
- Name search is not allowed for general public searches; Name searching is allowed on Kenosha County Register of Deeds and Land Information departments' public access computers.
- If you know the parcel number, just enter that data and press enter.
 - Full parcel # is required
 - At this time, dashes ("-") in the parcel # are required
- If you don't know the parcel number, enter as much Property Address, and/or Land Survey (i.e. Metes and Bounds), and/or Municipality information that you know, and press enter.
 - o **Partial values in fields are acceptable**. E.g. 10 in Street Name will show all parcels with street names equal to or starting with 10 ... 10th, 101st, etc.

Any combination of the highlighted fields below will retrieve the desired parcel being searched for. In this case, it is Parcel # 12-223-31-302-005. The less specific the search criteria, the greater the number of parcels in the search results list. There may be many pages of results to scroll through if the search is not targeted enough.

See following screen image:



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7. Where are the search results found?

The search results are found at the bottom of the website page.

If a single parcel is found, that parcel's information will display automatically.

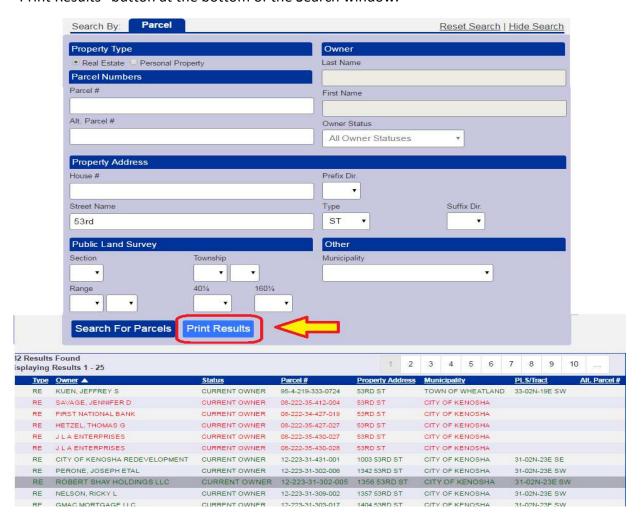
See "Figure 1: Website Page Layout" at the end of this document for a picture and description of the various parts of the website content.



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8. Can I print the search results?

Yes. After executing the search, the results will appear in the Search Results area. Click on the "Print Results" button at the bottom of the Search window.



9. How do I select the parcel I want to see from the results list?

Click on the desired parcel in the search results list to see the parcel's information.

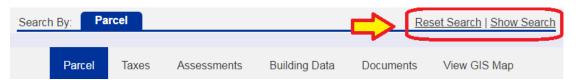


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10. How do I get back to the Search screen?

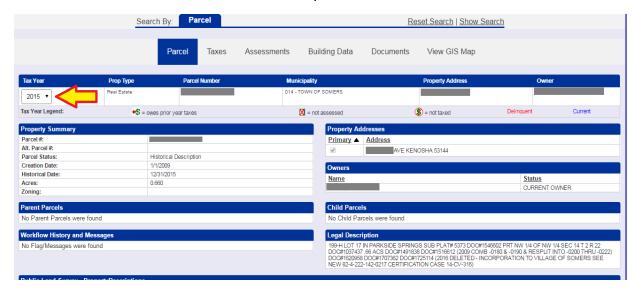
Near the top of the screen, click on:

- "Reset Search" to clear out all previously enter search values
- "Show Search" to view the previously entered search values to add, change or delete any/all of thos values



11. How do I view the various years' data?

Parcels are displayed by Tax Year in the GCS Web Portal. A drop-down list in the upper left of the screen allows the selection of the desired year.





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12. What do the parcel colors indicate?

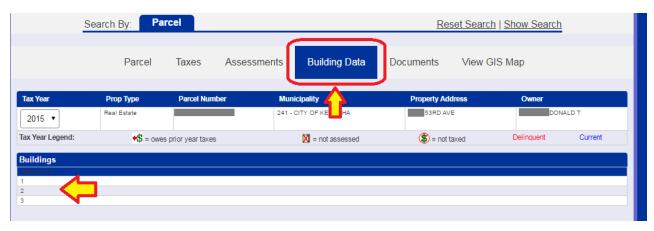
RED = parcel is historical (i.e. no longer actively receiving tax bills). **GREEN** = parcel is current (i.e. actively receiving tax bills).



13. Is Building Data Available?

Yes, Building data is available.

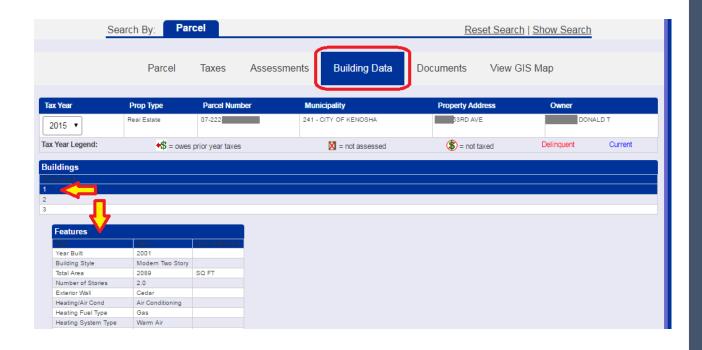
When the desire parcel is selected, click on the "Building Data" tab...



Then, click on the desired Building number to view the building details...



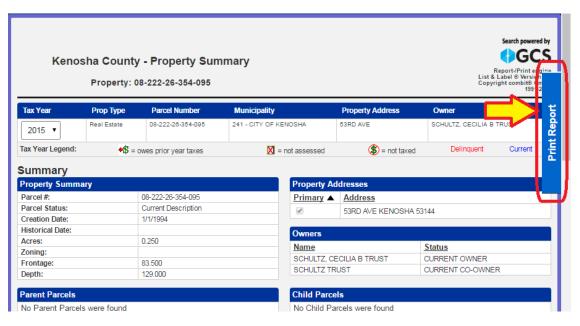
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14. How do I View and/or Print a report?

To View: click on the desired Report command button, and the given report will open in a separate browser window.

To print: either print using the browser print function or click on the "Print Report" button on the right side of the Screen.





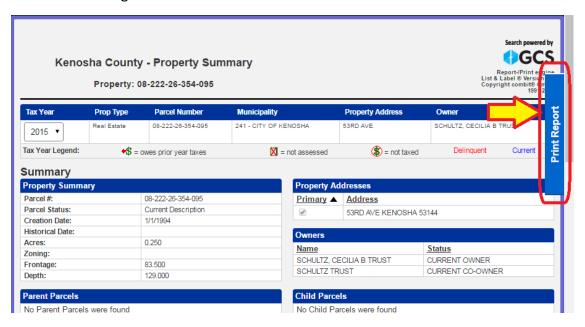
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15. Can I View and Print a summary of all Property Information?

Yes.

To View: click on the "**Property Summary Report**" command button found any of the following Tabs: Parcel, Taxes, Assessments, or Documents Tab. The report will open in a separate browser window.

To Print: Once viewed, either print using the browser print function or click on the "Print Report" button on the right side of the Screen.



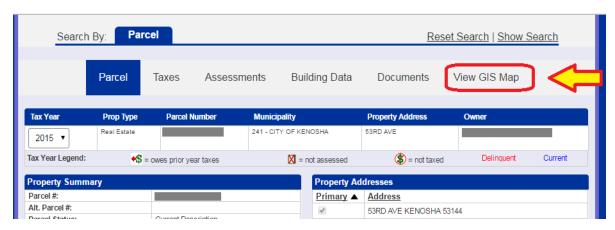


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16. How do I View the parcel in GIS/Interactive Mapping?

Once the parcel is selected...

- From Parcel Tab: Click on the "View GIS Map" button under the GIS map.
- From any where: click on the "View GIS Map" tab.



17. How do I View and Print Sales Information?

To View: Go to the "**Documents**" tab to view and print sales information.

To Print: use the browser print function.

Note: Sales information is not currently on the Property Summary Report at this time. It is expected to be added in the future.

18. Are Personal Property Accounts Available?

Yes, Personal Property accounts are available on the Web Portal.

On the Search Screen, Select the Personal Property radio button.





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19. What is the Frequency of data updates?

For Property Information: changes to data will be available immediately upon completion of the change.

For Tax Payments: changes will vary depending on the source and time of the year

- Municipal Posted Payments: Payment data will be updated on a regular basis, and will depend on the Municipal office hours.
 - o During Municipal Tax Collection: next day
 - o All other times: on a regular basis (generally next day, but may lag slightly)
- County Posted Payments: immediately at the time of the payment

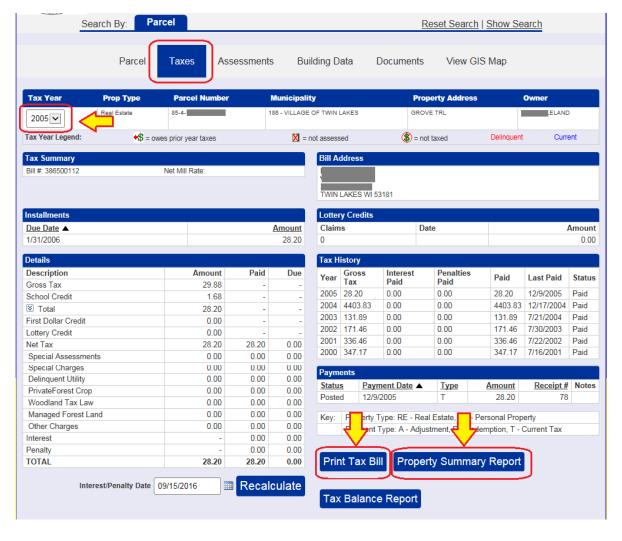


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20. How do I view (and print) a specific year's tax bill and/or summary?

When the desired parcel has been found...

- Go to the "Taxes" Tab
- If not already done, select the desired Year to view
 - See Question "11 How do I view the various years' data?" above.
- In the Command Button Area of the Parcel data area
 - o For the actual Tax Bill, Click on the "Print Tax Bill" button
 - For a Tax Summary Report, Click on the "Print Tax Details" button





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21. Can I view (and print) a prior year's tax bill?

Yes. If a different year is needed, change the Year from the year drop-down in the upper-left of the Parcel data area.

To print, see Question "20 - How do I view (and print) a specific year's tax bill and/or summary?" above.

22. How do I find if and when taxes were paid, and the other tax bill information?

Once the parcel has been selected, go to the "Taxes" tab. All of the relevant tax bill information is found on this screen, including:

- Property Address
- Owner and tax bill mailing address
- Installment dates and amounts
- Tax Bill item details
- Tax and Tax Payment History

Each Tax Year's tax bill and payment information is displayed individually. To view a different year, select the desired year in the Year drop-down box in the upper left of the Parcel Data area.



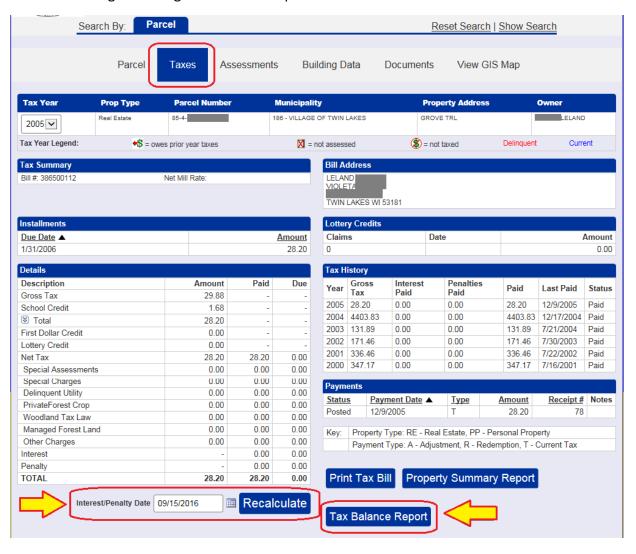
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23. How do a see my total amount (taxes, fees, interest, penalty) owed?

Go to the "Taxes" tab. Click on "Tax Balance Report" button.

Note: The report uses the Interest/Penalty date shown on the screen. If a different payoff date is desired, change this date, and click "Recalculate". See Question "24 - Can I calculate interest/penalty due based on a future date?" below for more details.

Once viewed, it can be printed via the browser's print function, or click on the "Print Report" button hovering on the right side of the report near the vertical scroll bar.





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24. Can I calculate interest/penalty due based on a future date?

Go to the "Taxes" tab. Locate the "Interest/Penalty Date" field at the bottom of the Parcel data area under the tax bill "Details" data, and enter the desired date. Then, click on the "Recalcuate" button to update the Interest/Penalty amounts based on that given date.

Note: Regardless of the date entered, Interest/Penalty calculation defaults to the last day of the month of the date entered.



25. Who can I contact if I have questions?

Kenosha County Treasurer

Teri Jacobson

Phone: (262) 653-2542

Email: teri.jacobson@kenoshacounty.org

Director of Land Information:

Al Brokmeier

Phone: (262) 653-2622

Email: al.brokmeier@kenoshacounty.org



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Figure 1: Website Page Layout

