

## How to search by **Owner Name**:

- Click on **Owner Name**:
- Enter last name, then a space, and the first name. See **Hints** for additional help.
- Use the check boxes to determine whether you want accounts returned for any or all of RESIDENTIAL, COMMERCIAL or BPP accounts.
- Click on the **Search** button or press the 'Enter' key on your keyboard.

**NOTE:** If you have already searched for a particular name, it will be stored in computer memory within the **Owner Name** box, and typing only part of the name will bring up a list of matching names from which you can select the one you want by pointing to it with the mouse and clicking on it. This can be activated by selecting Tools from the pull down list at the top of your browser. Then select Internet Options => Content => AutoComplete. Select the check box labeled Forms. Select OK on the two pop-up windows to close the Internet Options.

The screenshot shows a Microsoft Internet Explorer browser window titled "DCAD: Find Property By Owner Name - Microsoft Internet Explorer". The address bar shows "http://dcadwtst/SearchOwner.aspx". The website header includes the Dallas Central Appraisal District logo and navigation links: Home, Find Property, and Contact Us. The main content area is titled "Find Property By Owner Name" and features a search interface. The search criteria are "Owner Name", "Account Number", "Street Address", "Business Name", and "Map". The "Owner Name" field contains "s" and a dropdown menu shows suggestions: "smith" and "strek". The "Account Type" section has three checked options: RESIDENTIAL, COMMERCIAL, and BPP. A "Search" button is located next to the "Owner Name" field. Below the search interface, there are "Hints" for users: "Enter only the first part of the last name.", "Names like McDonald may be spelled with a space such as Mc Donald.", and "Use % as a wildcard. For example, %la in the owner name to find all owners with 'La' somewhere in the name." The footer of the page contains the copyright notice: "© 2003 Dallas Central Appraisal District. All Rights Reserved. Website designed by ATS, Inc." The browser's status bar at the bottom shows "Local intranet".

Searches for common names will often return hundreds of correct responses. For example: The name “SMITH” will return over 500 matches.

Try limiting the search further by selecting only one type of property (RESIDENTIAL, COMMERCIAL or BPP), adding a first name, or the first few letters of a first name.

**NOTE:** The HINTS section can help in limiting the selection.

**Find Property By Owner Name**

Search By: [Owner Name](#) [Account Number](#) [Street Address](#) [Business Name](#) [Map](#)

Enter at least the first two letters of the last name in the format Last Name [space] First Name.

Owner Name:  Search

Account Type:  RESIDENTIAL  COMMERCIAL  BPP

Hints:

- Enter only the first part of the last name.
- Names like McDonald may be spelled with a space such as Mc Donald.
- Use % as a wildcard. For example, %la in the owner name to find all owners with "La" somewhere in the name.

**Maximum number of records returned.**  
You requested a large number of records. To respond quickly, only the first 500 records were returned. To find the desired record, enter more information in the search form.

#	Property Address	City	Owner Name / Business Name	Total Value	Type
1	11015 LAKE JUNE RD	BALCH SPRINGS	SMITH ROY & MARGARET DBA: CUSTOM CRAFT SALES	\$59,570	COMMERCIAL
2	8131 LBJ FWY Bldg: SMI Suite: 800	DALLAS	SMITH & CARLSON DBA: SMITH & CARLSON	\$3,300	BPP
3	4054 MCKINNEY AVE Suite: 310	DALLAS	SMITH & COLLINS LLP DBA: SMITH & COLLINS LLP	\$11,440	BPP
4	3300 KNOX ST	DALLAS	SMITH & HAWKEN LTD DBA: SMITH & HAWKEN LTD	\$339,210	BPP
5	900 JACKSON ST Suite: 380	DALLAS	SMITH & KNOTT DBA: SMITH & KNOTT ATTY AT LAW	\$79,150	BPP
6	500 N AKARD ST Suite: 4242	DALLAS	SMITH & MOORE LLP DBA: SMITH & MOORE LLP	\$79,600	BPP
7	15150 PRESTON RD Suite: 230	DALLAS	SMITH & NEPHEW DBA: SMITH & NEPHEW	\$32,080	BPP
8	4950 KELLER SPRINGS RD Suite: 200	ADDISON	SMITH & NEPHEW INC DBA: SMITH & NEPHEW INC	\$2,205,230	BPP
9	111 W IRVING BLVD	IRVING	SMITH & PROCTOR PS DBA: VISUAL MEMORIES/D & R ENGR	\$44,720	COMMERCIAL
10	6688 N CENTRAL EXPY Suite: 550	DALLAS	SMITH & STERN & DBA: SMITH & STERN & FRIEDMAN PC	\$27,020	BPP

< PREV matches 1 - 10 of 500 properties. NEXT >

The web search will display the first 500 matches, ten at a time. Click on the **NEXT >** text to see the next ten matches; repeat to see matches 21 through 500.

*Turn to Page 11 of this instruction manual to see how the Detailed Account Information is displayed.*