DCAD Website Instruction Manual
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This section of the training manual will describe and show you how to find parcel information if you know the **Owner Name, Account Number, Street Address** or **Business Name**. Finding parcel information using the **Map** option is described on page 17 of these instructions.

This is the **Home Page** of the Dallas Central Appraisal District’s Website. In order to search for an appraisal/account, use the **Navigation Links** box. Position the mouse pointer over the **Search Appraisals** link and click to select “Search Appraisals”.
This will bring up the **Search Appraisal** screen, which lets you select whether you want to find an appraisal/account based on the **Owner Name, Account Number, Street Address, Business Name** or just using a **Map**. Selectable items are shown in blue on the web pages.

The check boxes under **Account Type** allow you to search using any or all of the three types of property: **RESIDENTIAL**, **COMMERCIAL** or BPP (Business Personal Property). If you search using **Owner Name** or **Street Address**, you will have the option of limiting your search results to either **RESIDENTIAL**, **COMMERCIAL** or BPP. If you search using **Business Name**, your search can be for either **COMMERCIAL** or BPP. Search using **Account Number** does not provide a property account type option.
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.
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.

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.
How to search by **Account Number**:

- Click on **Account Number**:
- Enter the 17 digit account number. The account number must match exactly to a DCAD property account.
- Click on the **Search** button or press the ‘Enter’ key on your keyboard.

**NOTE**: If you have already searched for a particular account number, it will be stored in computer memory within the **Account Number** box, and typing only part of the number will bring up a list of matching number 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.
How to search by **Street Address**: (Single Address)

- Click on **Street Address**
- If you know the **Address Number**, type it in the Address Number box. If you enter an Address Number that does not match DCAD records, the search will return “No Records Found”.
- For **Direction**, click on the pull down arrow and select the appropriate street direction from the list.
- Click in the box for **Street Name** and enter only the street name *(required)*. Do not enter street type, like Lane, Circle, Drive, Road, etc.
- For **City** determine whether you want to limit the search to a particular city or search all cities. For a particular city, click on the pull down arrow and select the city name from the list of cities.
- Click on the **Search** button.

**NOTE:** If you have already searched for a particular street, it will be stored in computer memory within the **Street Name** box, and typing only part of the name will bring up a list of matching names. Select the one you want by pointing to it with the mouse and clicking on it. Additional information can be found by reading the “Hints” for this page. 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.
Turn to Page 11 of this instruction manual to see how the Detailed Account Information is displayed.

How to search by **Street Address**: *(Address Range)*

- Click on **Street Address**.
- For **direction**, click on the pull down arrow and select the appropriate street direction from the list.
- Click in the box for **Street Name** and enter only the street name *(required)*. Do not enter street type, like Lane, Circle, Drive, Road, etc.
- For **City** determine whether you want to limit the search to a particular city or search all cities. For a particular city, click on the pull down arrow and select the city name from the list of cities.
- Click in the **From** box and type in the starting address number.
- Click in the **To** box and type in the ending address number.
- Click the **Search** button.
How to search by Business Name:

- Click on Business Name:
- If you know the exact Business Name, enter it. If you enter part of a Business Name and use a wildcard (the % key on the keyboard), you will get a list of business names with that text in it. Use the check boxes to determine whether you want accounts returned for any or all 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 Business Name, it will be stored in computer memory within the Business 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 two check boxes labeled Web Addresses and Forms. Select OK on the two pop-up windows to close the Internet Options.

Detailed Account Information

When you have completed your search and the account or name that you are searching for appears in the information returned by the computer, select the account you want by placing the mouse pointer over the **BLUE** account information, then click. See examples below.
The account information will cover several pages, and includes the Location, Owner, Legal Description, Value, Main Improvement, Additional Improvements, Land, Exemptions, Estimated Taxes, Jurisdictions, Building Footprint and History data.

Additional information on the contents of the detailed account information page is covered in the Account Detail Links section on Pages 14 – 15 – 16.

Example of the five years of history page.
Account Detail Links

Contained in the Property Location area on the Account Information Detail page are four links to other helpful information for the selected account.
DCAD Property Map: Links to DCADMap. DCADMap will display the parcel of interest and give many options and tools to get the information needed.

NOTE: For the detailed description of DCAD Property Map, see Page 18.

Yahoo Maps: Links to the Yahoo Website with the location of the parcel you have selected using the Property Location address. There is also an option on the Yahoo Website to get driving directions to the address or from this address.

NOTE: This option is not available on the computers in the DCAD customer service lobby, internet access is not available.

Print Homestead Exemption Form: Allows the Residential property owner to print out the Residential Homestead Exemption Application for the selected property. This form is automatically filled in with the owner name, address and account number.
DALLAS CENTRAL APPRAISAL DISTRICT
P.O. Box 2228 Dallas, Texas 75202-0228
(214) 631-0910 or www.dallasced.org

RESIDENTIAL HOMESTEAD EXEMPTION APPLICATION FOR 2010

No fee is charged to process this application, but it must be notarized.

PHELPS LISA R & RONALD T
704 VIA ALTOS
MESQUITE, TEXAS 75150-4431

3812047005070060
704 VIA ALTOS
MEADOWDALE 2
BLK 5 LCT 7
INT200600411834 DD10312306 CO-DC

Step 1: In order to qualify for an exemption, you must occupy the property on January 1 of the year application is made. If the mailing address shown above is incorrect and you want the mailing address changed to match the property address, please check this box. If the mailing address is correct, but does not match the property address shown above, please explain why.

Step 2: Does more than one person own the property? Yes [ ] No [ ] If yes, please indicate the ownership status:

□ Married □ Common law married Please read Important Exemption Information below.

□ Married, filing separately □ Separate individuals If separate individuals own this property, please list the percent of ownership for each and the name and mailing address of each owner who does not reside at this property.

Each individual owner, including married/common law couples, residing on the property must complete a separate application to qualify for an exemption for his or her interest in the property.

Step 3: Check Exemptions that apply to you. See the Explanation of Exemptions for more information.

□ General Residential Homestead Exemption. You must own and occupy the property on January 1 to qualify.

□ Over-65 Exemption. Please attach proof of age, such as copy of your driver’s license or birth certificate.

□ Disabled Person Exemption. Attach proof of disability, see the explanation of exemptions for acceptable types of proof, if you are a disabled veteran, call 214-631-0910 to request a Disabled Veteran application or the form is available on www.dallasced.org.

□ Over-55 Surviving Spouse of a person who received the Over-65 Exemption.

□ Late Filing of Homestead Exemption for prior years. Application must be received no later than 1 year from the deannulment date for the taxes on your homestead.

□ Transfer Tax Ceiling for Over-65/Over-55 Surviving Spouse or Disabled Person. Please request a form by calling 214-631-1542 or by going to the website at www.dallasced.org.

Important Exemption Information

The Texas State Property Tax Code requires only one spouse to apply for a homestead exemption. However, if the applicant signing this application is married or common law married, it is to your benefit for your spouse to also provide his or her identification information (Social Security or Driver’s License number and date of birth) in the space provided in Step 4. This information will allow the appraisal district to automatically grant an Over-65 exemption to whichever spouse attains age 65 first, or upon the applicant’s death, will allow the appraisal district to determine if the surviving spouse is qualified to continue...
Note: To print the Homestead Exemption Form, click on the printer icon in the menu bar, or save the PDF to your local hard drive, and use Acrobat Reader to open the file, and print it.

**Find Property on Map**

This section of the manual will describe how to find the parcel information by using a map.

This is the home page of the Dallas Central Appraisal District. In the **Navigation Links** box, select “**Find Property on Map**”. This will take you directly to DCADMap.
This is the main page of DCADMap. There are three basic parts to this display: Tool Selection Box, Information Display and the Display Area.

A few other important areas of this display page are: DCADWeb Links, Active Tool Display and Zoom Bar.
Explanation of the key areas from the main DCADMap page.

Tool Selection Box:

The Tool Selection Box lets you directly interact with the Display Area. The different tools available are: Zoom In, Zoom Out, Pan, Identify, Parcel Identify Current Year, Measure, and Clear Selection.

NOTE: To activate a tool, it must first be selected in the ‘Tool Selection Box’

Zoom In: There are two ways to zoom into the area of interest: 1) Move the mouse pointer on the screen to the center of the area of interest and single click the left mouse button. This will zoom in at 10 percent of the size of the displayed area and re-center the map; 2) Zoom Box: Click a spot that is a corner of the area you want to zoom in to, and holding down the left mouse button, drag the mouse over the area of interest and you will see a RED box appear. Move the mouse until the area of interest is inside the box. Then lift your finger off of the mouse button.

Zoom Out: There are two ways to zoom out of an area: 1) Move the mouse pointer on the screen to the area you want to zoom out of and single click the left mouse button. This will zoom out at 10 percent of the display area and re-center the map; 2) Zoom out box. The percentage of zoom out depends on how large a box is drawn. The smaller the box the bigger the percentage of zoom out. The larger the box the smaller the percentage. To draw the box, select a spot on the display screen, hold down the left mouse button and drag mouse. You will see a RED box appear. Move the mouse until the desired size is reached. Then lift your finger off of the mouse button.

NOTE: You can also Zoom In and Zoom Out by using the ‘Zoom Bar’ located at the bottom right hand corner of the ‘Display Area’.

Pan: This allows you to move around the map and keep the same map scale. To Pan in the map display area; move the mouse pointer on the screen to the area you want to see. Click and hold down the left mouse button, drag mouse in the opposite direction that you want to see. Then lift your finger off of the mouse button. Example: If you wanted to see a parcel that was a block or so north from your current location, select ‘Pan’ from the Tool Selection Box, click the upper portion of the display screen and hold the left mouse button down. Drag the mouse towards the bottom of the screen, then lift your finger off of the mouse button.

NOTE: You can also pan by using the blue arrows on the sides and corners of the ‘Display area’. Select the arrow that is pointing in the direction you want to pan.
Identify: Allows you to get information from an “Active” layer. There are ten possible active layers: Prior Year Parcels [each of the last 5 years], Neighborhoods, MAPSCO Grid, Dallas block, Abstracts, or Subdivisions. Some of these layers are scale dependent; they are visible only within certain scale limits. The identifiable Layers have a selectable ‘radio button’ just to the left of the layer name. You can only identify one layer at a time, and it does not need to be visible.

Select the “Identify” task in the Tool Selection Box. Click on the radio button for the desired layer in the Information Display box. Then click on the map over the area you are interested in.

The Layers tab changes to display the results of the Identity search. To return the Layers to its normal display just click on the Layers tab again.

A query on Prior Year Parcel information will only returned the DCAD account number for the parcel selected. No additional account information or appraisal details are available.

Parcel Identify Current Year: This button is used to find information from the map for the most current appraisal year, including the last certified value and exemption information for DCAD accounts. Once a parcel has been located using the tools in the ‘Tool Selection Box’, select ‘Parcel Identify Current Year’ and select the parcel in the Display area.

A pop up window will appear displaying basic information including Account number, Location, Owner name and mailing address, and either certified or proposed account value totals.

If more than one account is associated with the selected property this window will list the total number of accounts and provide a “Next” button to view the other account’s information.
By selecting **More Details** at the bottom of the pop up window, another window will appear opening up all the publicly displayed appraisal information for that account.

The ten headings above the detail information jump the display to that particular information for this account:

- Location
- Owner
- Legal Desc
- Value
- Improvements
- Land
- Exemptions
- Estimated Taxes
- Building Footprint
- History
A number of links are set up on the first page of the account details information:

Click on: **DCAD Property Map** to go to the property location on the DCAD map.

Click on: **View Photo** to go to photographs of improvements on the property. These are not available over the web on residential properties.

Click on: **Print Homestead Exemption Form** to print a Homestead Exemption form for the property. The form will include the owners name and address, the legal description for the property and a bar code of the account number, thus easing the processing of the application when it is received at DCAD. There is no fee for processing this application.

Click on: **Yahoo! Maps** to go to Yahoo’s web site and see the location of the property using Yahoo maps.
**Measure:** Measure the distance from point A to point B and calculate the square feet and acres for an area that is selected on the screen. With the area of interest in the middle of the display area and **Measure** selected from the ‘Tool Selection Box’, place the + on the corner (point A) of the parcel and click the left mouse button. Move the mouse over to the next corner (point B) and click the left mouse button again.

To get the square feet and acres, select the next corner, making sure the next selection point is following the parcel lines.

As point C is selected, it creates a polygon and calculates the area as square feet and acres. It is not necessary to end the measurement by clicking on the start point.

It can be a simple or complex polygon.
**Clear Selection:** Clears any highlighted selection from ‘Search’ parcel and the lines from the ‘Measure’ tool.

**Information Display:**
Information Display is used to change what is visible and not visible in the Display area, gives options in printing a map, and finding a location.

**Layers:** The ‘Layers’ tab lists the layers that can be displayed and made active at the current scale. The check mark in the box shows the layers that are being displayed and the circle shows the layers that can be activated to get information from (see: Identify tool in Tool Selection Box). To change the layers that are being displayed, move the mouse into the box across from the intended layer to be turned on or off. After the selection is made, the **Refresh Map** button must be pressed. The Refresh Map button is always at the bottom of the ‘Layers’ tab.

**NOTE:** As the scale is increased or decreased layers will automatically be turned on and off. There will be more options for active layers.

These detail pictures of the ‘Layers’ tab show the difference in the visible and active layers as you zoom in. Above is the default layer list when zoomed to max extent. To the left is the extended layer list when zoomed in to the parcel level.

**Legend:** The legend tab displays the layers that are visible in the display area. As layers are turned on and off, the ‘Legend’ list will change.
Printing DCADMap

Print: The ‘Print’ tab will print what is in the Display Area. There are two options for printing. The Paper Size and Page Orientation. The paper is either, Letter 8.5 x 11, or Tabloid 11 x 17. The page orientation options are Portrait or Landscape.

After the paper size and page orientation have been selected, click on ‘Create Print Page’. This will open a new browser window with the map image that is displayed in the display area. Also a Title Block will appear with a North Arrow, Scale Bar, Disclaimer, DCAD Name and DCAD Logo.

To print this image on your printer, click the mouse on the Page Set Up tab in your internet browser’s Print icon. Make sure the paper size and page orientation are the same as were selected on the ‘Print’ tab. Then select Print.

NOTE: You will not have to set the Page Setup every time you print. Only when you change the paper size or page orientation.
Find: The ‘Find’ tab allows a search for known information on the following layers: Neighborhood, Map Grid, Dallas Block, Abstract and Subdivision.

NOTE: To select the layers, click the left mouse button in the pull-down menu. Then select the layer to be searched.

The Find tool will find all occurrences of the text entered. Enter as much of the name/number as you know to limit the search results. You do not have to enter all the letters/numbers to start the search.

All the layers in this list can be searched for a text string or number. In this example the text string would be the Abstract name or the Abstract number.

By typing in the number 123, the program will return a list showing all the occurrences of 123. Use the left mouse button to select the correct record (Blue underlined number). Once this is selected, the program will find that abstract and zoom the screen to that area with the selected abstract highlighted.
DCAD Map links:

These links allow users to jump to the Home page, the Search pages, and the help page.

**Home:** Links you back to the DCAD home page.

**Search:** Links you to the Search Appraisals page (See instructions page 5)
On-Line Help: This is a link back to the start of this document.