



MULTNOMAH COUNTY OREGON
 Division of Assessment, Recording & Taxation

501 SE HAWTHORNE BLVD #175
 PORTLAND, OR 97214

PHONE: (503)988-3326; FAX: (503) 988-3330

REQUESTS FOR ASSESSOR RECORDS

Multnomah County Division of Assessment, Recording and Taxation (DART) maintains various historic records related to assessment and taxation. These records are provided to the public for a fee (Multnomah County Code 7.008) depending on the size and scope of the request.

WHAT RECORDS ARE AVAILABLE?

1) **TAX BILLS** (Years available: 1988-Current)

Description: An exact duplicate of the yearly tax bill mailed out to homeowners. Includes owner name and mailing address, legal description and physical address of property, and certified tax values and taxes levied.

2) **TAX ROLLS** (Years available: 1909-Current)

Description: Certified tax information for each property in Multnomah County. Includes owner name, legal description, land and improvement value, and tax dollar amount for the year. Later tax roll records (1980 and forward) also include improvement (building) information and limited appraisal notes.

3) **CHARACTERISTICS CARDS** (Years available: 1991-Current)

Description: Certified appraisal information for land and improvements (buildings). Includes lot size, square footage, class, condition, permit and exception information, and appraisal comments and methods.

WHAT ARE THE FEES INVOLVED?

Per Multnomah County Code 7.008 and 11.002, the fees associated with assessor records are:

RESEARCH FEE	\$60 per hour; charged in ¼ hour increments. Any request requiring 15 minutes or more of staff time to locate record(s) will be charged the research fee.
COPY FEES	Printouts: \$1 per page; Char cards: \$2 per acct. <i>Emailed copies are free, research fee still applies.</i>

HOW DO I ORDER ASSESSOR RECORDS?

Please email your request form (page 2) to our Customer Service Team at: at.customer.service@multco.us. You may also submit your request in person. If submitted in person, we will require the fee to be paid at time of submission.

After we receive your request, we will determine how long it will take to complete the work and any fees that are associated. If emailed, we will respond to your **request** within 24 hours, unless your request comes in on a Friday.

All requests, within reason, will be processed and ready to email or pick up within one business day of receiving your request and/or payment. Requests may take longer to process during certain times of the year. We will do our best to process your request in a timely fashion.

Thank you,

Customer Service, D.A.R.T
 501 SE Hawthorne Blvd. Suite #175
 Portland, OR 97214
 Phone: 503-988-3326
 Email: at.customer.service@multco.us
 Live Chat: <http://web.multco.us/assessment-taxation>



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ASSESSOR RECORDS REQUEST FORM

(Please fill in as much as possible.)

REQUESTOR INFORMATION	
Name:	
Email Address:	Phone Number:

ACCOUNT INFORMATION - Fill in as much as you know. <i>(If requesting multiple accounts, please list separately.)</i>	
Account #:	Map Tax Lot:
Property Address:	
Legal Description:	Alt Acct Number:

RECORDS REQUESTED – Please select which records and years you are requesting.	
TAX BILLS (<i>Copies of actual tax statements</i>)1988- Current	Years:
TAX ROLLS (<i>Certified value and property information</i>)1909-Current	Years:
CHAR CARDS (<i>Appraisal info and property sketch</i>)1991-Current	Years:

I WANT TO: Pick Up My Copy (see appropriate fees) Have My Copies E- Mailed (free of charge)

- Copy fees (MCC 7.0008; 11.002): Characteristics Record, \$2.00 per acct.; Building Cards: \$1.00 per page. Printouts: \$1.00 per page. Emailed copies are free.
- *Research fee (MCC 7.008): \$60.00 per hour; charged in ¼ hour increments. Any request requiring 15 minutes or more of staff time to locate record(s) will be charged the research fee.
- Payment for services is required in advance and will be accepted in form of personal checks, cashier's checks, money orders or cash. Please make checks payable to: **Multnomah County**.
- A \$25 NSF (returned item) fee will be charged against any returned checks.