

# RECORDS REQUESTS

Multnomah County division of Assessment, Recording and Taxation (DART) maintains various historic records related to assessment and taxation. The records are provided to the public for a fee (Multnomah County Code 7.008 and 11.002) depending on the size and scope of the request and type of record.

## WHAT RECORDS ARE AVAILABLE?

### 1) TAX BILLS - (Years 1988 – Current)

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, certified tax values and taxes levied.

### 2) TAX ROLLS – (Years 1909 – Current)

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)

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

### 4) RECORDED DOCUMENTS

Images of recorded documents are available in our lobby for documents recorded 1965 to current. Prior to 1965, documents need to be requested from film and take additional time.

## WHAT ARE THE FEES INVOLVED?

### Research Fees

Research fees are \$45 per hour charged in 15 minute (\$11.25) increments. There is no charge for the first 15 minutes. Any request requiring 15 minutes or more of staff time to locate record(s) will be charged the research fee.

All requests, within reason, will be completed and sent or available for pickup within 72 hours of receiving your request and payment, depending upon time of the year and scope of request. We will do our best to process the request in a timely manner.

### Copy Fees

<b>Assessor Records</b>	Printouts: \$1 per page.
	Characteristics cards: \$2 per account.
	Emailed copies are free, research fee still applies.
<b>Recorded Documents</b>	Emailed copies: \$3.75 per document.
	Staff-made copies: \$3.75 location fee
	Certified copies: \$3.75 location fee + \$3.75 certification fee

## WHERE DO I SEND A REQUEST?

Requests for **assessor records** and research quotes can be emailed to [propertytax@multco.us](mailto:propertytax@multco.us) or mailed to:

**Multnomah County D.A.R.T., PO Box 2716, Portland OR 97208**

Requests for **recorded documents** and research quotes can be emailed to [clerk@multco.us](mailto:clerk@multco.us) or mailed to:

**Multnomah County Recorder, PO Box 5007, Portland OR 97208**

Name of Requestor: \_\_\_\_\_

Phone # of Requestor: \_\_\_\_\_



## Assessor Records

Fill out this section and email form to [propertytax@multco.us](mailto:propertytax@multco.us). **Fees may apply depending on the scope of the request.**

<b>Account Information</b> – Fill in as much as you know (if requesting multiple records, please list separately)	
Account #	Map Tax Lot
Property Address	
Legal Description	Alt Acct Number

<b>Records Requested</b> – Please select which records and years you are requesting	
<input type="checkbox"/> TAX BILLS (Copies of actual tax statements) 1988 - Current	Years
<input type="checkbox"/> TAX ROLLS (Certified value and property info) / 1909 - Current	Years
<input type="checkbox"/> CHAR CARDS (Appraisal Info and property sketch ) 1991 - Current	Years

## Recorded Documents

Fill out this section and submit with appropriate fees. ***If the document number is not known, additional research fees will apply.***

Document #: (Book/Page if prior to 1994)	Recording Year:	Document type	Name(s) on document (if known):	Type Reg Cert
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>

**As an alternative you may choose to order using our online document order service at [multcorecords.com](http://multcorecords.com)**

### **SELECT ONE**

- ☐ Email copies to \_\_\_\_\_  
(Certified copies of recorded documents cannot be emailed)
- ☐ Pick Up Document (Staff-made copies require additional processing time)
- ☐ Mail copies to: **write legibly on the lines below**

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