# Address Search Guide for Citizen Access

## Searching for your address

For best results, ONLY enter the "Building No" and the "Street Name," and click the "Search" button.  Example:

| Example Address | What you should enter for your search | |
|---|---|---|
| | **"Building No"** | **"Street Name"** |
| 2122 Campus Dr SE | 2122 | Campus |
| 201 4th St SE | 201 | 4 |

If there is more than one address that meets your search, select the correct address from the list (noting the city, and any suite or unit numbers):

- If you're uncertain which unit/suite number to select, chose the address without a suite number.
- You may need to scroll to find your address and find the "select" button.

## Not finding your address?

If you aren't finding the correct address in your search, the address either doesn't exist or there's an issue with the search criteria.  Try the following to see if it improves your search results:

- Use less information in your search (i.e. only entering in the "Building No" and "Direction", etc.)
- Use a wild card to complete your search (sometimes the spelling of a street name is different than expected).  Example:

| Example Address | What you should enter for your search | |
|---|---|---|
| | **"Building No"** | **"Street Name"** |
| 2122 Campus Dr SE | 2122 | cam% |

## There are multiple associated owners, which one do I select?

Once you've selected the appropriate address, you will be able to add or edit the owner information:

- You can only enter 1 Owner in this section of the application (if there are multiple owners, you can add them within the "Contacts" section of the application).
- Please ensure the owner contact information is correct, as our office may need to contact the owner during the application process (i.e. scheduling inspections, etc.).

## About the address search

The address search pulls address, parcel, and owner information from the County addressing system, which incorporates the owners that are listed in the County Assessor Property Tax Records.

## Need help?

For assistance, contact buildingsafety@rochestermn.gov or (507)328-2600 during office hours.