

TUTORIAL #2

ADDRESS SEARCH

The screenshot shows the Mercer County, Ohio website. The address bar displays <http://www.mercercountyohio.org/>. The website features a navigation bar with various departmental links. The 'Auditor Search' tab is highlighted with a red arrow. Below the navigation bar, there are sections for 'Regular Hours', 'EXCEPTIONS', a central 'Alert' box, and '2011 HOLIDAYS'.

Regular Hours

Sun.	CLOSED
Mon.	8:30 A.M. to 5:00 P.M.
Tue.	8:30 A.M. to 4:00 P.M.
Wed.	8:30 A.M. to 4:00 P.M.
Thu.	8:30 A.M. to 4:00 P.M.
Fri.	8:30 A.M. to 4:00 P.M.
Sat.	CLOSED

EXCEPTIONS

Title	Office
Sun.	CLOSED
Mon.	8:30 A.M. to 6:30 P.M.
Tue.	9:00 A.M. to 4:30 P.M.
Wed.	9:00 A.M. to 4:30 P.M.
Thu.	9:00 A.M. to 4:30 P.M.
Fri.	9:00 A.M. to 4:30 P.M.

Alert Click Here to Sign Up!

Welcome to Mercer County, Ohio's website. Mercer County is located just north of the midpoint of the Ohio-Indiana state line. Celina is the County Seat and the courthouse is located at 101 North Main Street.

Most of the county government offices are represented here or are linked to from here. Select an office from the tabs above or from the table below.

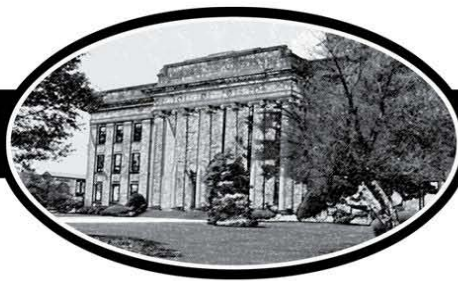
The information accessed through this website does not constitute the official information of Mercer County, Ohio. Access to this information is intended as a convenience to the public, but not a substitute for reference to the original, official information. The information is as current as possible, but because

2011 HOLIDAYS

Closing Date	Day of the Week	Holiday
January 17	Monday	Martin Luther King Day
February 21	Monday	Presidents' Day
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
October 10	Monday	Columbus Day
November 11	Friday	Veterans Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Thanksgiving Holiday
December 26	Monday	Christmas

INSTRUCTIONS:

1. Type **mercercountyohio.org** into the address bar in your browser.
2. Click the **Auditor Search** tab to begin.



ADDRESS SEARCH

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MERCER COUNTY AUDITOR

Mercer County Auditor
101 North Main Street
Room 105
Celina, OH 45822-1794

(419) 586-6402 Phone
(419) 586-8089 Fax (1st floor)
(419) 586-9425 Fax (2nd floor)
auditor@mercercountyohio.org
www.mercercountyohio.org/auditor

SEARCH FOR SPECIFIC PROPERTIES

Map/Aerial link now implements the new [GIS2011](#) application to retrieve maps.

Both forms work together to obtain results. However, use the top form ONLY when looking for specific properties.

OWNER NAME (LAST FIRST)
ADDRESS NUMBER
ADDRESS NAME
MAP NUMBER (No Punctuation)
TAX NUMBER (No Punctuation)
LEGAL DESCRIPTION

SORT ORDER:
Owner Name
Address
Map Number
Tax Number

SALES REPORTS:
[5 Year History](#)
[5 Year Statistics](#)
[By School District](#)
[Single Line \(past year\)](#)
[Multiple Line \(past year\)](#)
[Delinquent List](#)
[WRIST 2010 by Area](#)
[WRIST 2010 Full Year](#)
[WRIST 2011 Jan - June](#)

Results Format: Multiple Line
Search Reset

COMPARE PROPERTIES

Leave above fields blank to search for ALL properties that fit the criteria below. These may be used in conjunction with the above input values under special circumstances. Most people will want to fill in the LOWER form only when gathering comps.

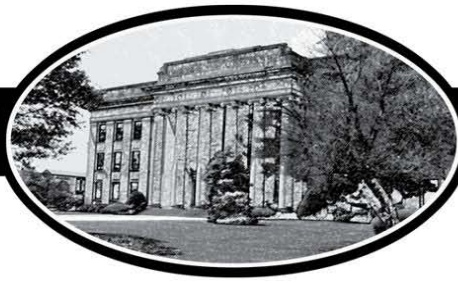
ALL CLASSES [CLASS](#)
No Preference [SALE CODE](#)
FROM: — [SALE PRICE RANGE](#) — TO:

County-wide (ALL) [LOCATION:](#)
ALL [Neighborhood Group](#)
ALL [Neighborhood Code](#)

3. Enter an address number in the **ADDRESS NUMBER** field (*whole numbers only*)
4. Enter an address name in the **ADDRESS NAME** field (*no punctuation, directions, or suffixes*)
5. Click the **Search** Button

OPTIONS:

- a. Enter only a street name leaving the number field blank
- b. Enter only a number leaving the name field blank
- c. %'s can be used in the Address Name field, but **NOT** in the Address Number field



ADDRESS SEARCH

Description:

1. By default a range of address numbers is searched.
 - a. If an address number is entered the search retrieves all addresses between one less than the number entered and one greater than the number entered inclusively. Any fractions are also included.
 - b. For example, 101 is entered: 100 – 102 are returned
2. By default a range of address names is searched.
 - a. If an address name is entered the search retrieves all addresses that match the address name entered. Any directions and suffixes are also included in the results.
 - b. For example, MILL is entered: N MILL ST, S MILL ST, E MILL ST, W MILL ST, MILL ST, N MILL RD, S MILL RD, E, MILL RD, W MILL RD, MILL RD, etc. are all returned
 - c. Also returned are SAWMILL RD, MILLER RD, etc.
3. Punctuation, Fractions, Directions, and Suffixes should not be entered
 - a. They will be included in the results but cannot be an entry item
4. Partial Address Names may be entered and %'s may be used as wildcards if necessary only in the Address Name field.
5. %'s (wildcards) CANNOT be used in the Address Number field

Improvements will be made to the Address Search in the future.

Use the Tax #, Map#, or Owner Name if problems occur using this field.