



Property Tax Data Request

Contact/Billing Information:

Name/Company _____ Telephone _____
 Address _____ Contact Name _____
 City/State/Zip _____ E-Mail _____

What Parcels are you requesting data for?

Entire County _____
 Selected City/Town: _____
 Selected School District: _____

Additional Selection Criteria:

Type of Property: Real Estate Personal Property Manufactured Homes

What data are you requesting?

Data Files	\$97 processing fee + \$0.02 per parcel or record*
Name and Address	
Unique Owner Name/Mailing Address within requested data	
Values.....for Assessment Year _____	
Taxes.....for Taxes Payable Year _____	
Assessment Roll.....for Assessment Roll Year _____	
Current Year Tax Roll.....	Owner name at time of mailing or Current name
Full Legal Description	
Building Characteristics ...	Residential Commercial/Industrial/Apartment/Exempt
Sales Data	All Sales.....or Land Only sales All Sales in database or
Special Assessments	From date _____ to _____
Delinquent parcels	
Other* (explain) _____	

Labels	\$97 processing fee + \$0.03 per label, 30 labels/page	Print PID on label?	Yes	No
Primary Owner Name / Mailing Address	One label per parcel, or	One label per owner/mailing address		
Occupant at Property Address				
Other* (explain) _____				

Printout/Report	printed copy: \$97 processing fee + \$1.00 per page	pdf: \$97
Name/Address		
Delinquent Parcels		
Special Assessments		
Other* (explain) _____		

Additional instructions: _____

How do you want the data sent to you?

E-mail to address indicated above Will pick up Mail (Postage fee will be added)

Sign form and submit request. Allow five to ten working days for processing. Special requests, if available, may take longer.
 *Fees indicated are for existing extracts. If required, programming fee is \$97 per hour. Washington County political subdivisions and nonprofit organizations receive a 50% reduction in the Data File per parcel/record fees indicated above.

Signature _____ Date _____

See reverse side for instructions on submitting the request and information on data included. Questions? Call 651-430-6155

Submit the completed form to:by e-mail: PRTS-Taxation-Mailbox@washingtoncountymn.govby Fax: **651-430-6155**by mail: **Attn Taxation Division****Washington County Department of Property Records and Taxpayer Services
14949 62nd St N PO Box 6, Stillwater MN 55082**

An invoice will be sent by email.

When payment is received the data will be sent by the method selected.

Timing of Property Tax Data

For Real and Personal Property, the assessment date for values is January 2 for taxes payable in the following year. The soonest that values are available for a year is when value notices are mailed, which is approximately April 1. Values are not considered "final" until they are used to extend taxes the following year.

For example, assessment year 2025 value notices are mailed approximately April 1, 2025. Values are considered preliminary at that time. The values will be used to extend taxes payable in 2026. The values will be considered final approximately April 1, 2026 when the 2026 tax roll is available.

For Manufactured Homes, the assessment date for values is January 2 for taxes payable in the current year.

Taxes are generally available by July 15.

Data Files***Note: Data files are provided in excel (.xlsx) unless you request a different format.***

Name/Address. PIN, Roll Type, City/Town, School District, Owner name, mailing address line 1, mailing address line 2, mailing city/state/zip, mailing country, primary Situs Address, abbreviated tax description.

Unique Owner Name/Mailing Address within requested data. Owner name, mailing address line 1, mailing address line 2, mailing city/state/zip, mailing country. This is commonly requested by School Districts for required referenda notifications. This table provides one record per unique combination of owner name and mailing address within the selected data. If an owner has 15 parcels, and the owner name and mailing address is exactly the same on all parcels, the owner/address will only be included once.

Values. PIN, Assessment Year, Record, Use Code Description, Homestead, Estimated Market Value (EMV) Land, EMV Improvement, EMV Machinery, EMV Total, Homestead Exclusion Value, Taxable Market Value(TMV) Land, TMV Improvement, TMV Machinery, TMV Total.

Taxes. PIN, Tax Year, Tax Charges, Special Assessment Charges, Fee Charges, Total Charges.

Assessment Roll. Includes Name/Address and Values tables defined above. Indicate the Assessment Year you want data for. See above for additional information on when data becomes final.

Current Year Tax Roll. Includes Name/Address, Values, and Taxes tables defined above for the current tax year. Taxes are calculated and tax statements are generally mailed by the end of March. The tax roll is generally available by April 1. See above for more information on when data becomes final.

Full Description. Roll Type, PIN, Sequence Number, Description.

Building Characteristics-Residential. PIN, City, Year Built, Description, Bedrooms, Bathrooms, Basement Finish Area, Total Living Area Above Grade, Total Basement Area, DBA. This table has residential building data. This table can have more than one record per PIN in the case that there are two or more homes on a parcel.

Building Characteristics-Commercial/Industrial/Apartment/Exempt. PIN, City, DBA, Gross Building Area, Count Building, Occupancy Code, Description, Year Built. This table has all commercial, industrial, apartment, and exempt type building data. This table can have more than one record per PIN in the case that there are two or more structures on the parcel. Gross building area may not always be correct and many apartment gross building areas are not available.

Sales Data. PIN, City, Qualified Sale, Sales Date, Sales Price. This file will have a record for each sale we have in our system. In many cases there will be more than one record per PIN. We have sales going back to the 1980s and earlier. Indicate if you want all sales or just land only sales. Indicate the date range you want sales for if you do not want all records.

Special Assessments. Authority, PIN, Status, Taxpayer, SA Fund, SA Project Code, SA Project Description, Start Year, Term, Interest Rate, Extra days, Years Payment Deferred, Years Principal Deferred, Years Interest Deferred, Paid, Year, Initial Amount of SA, Principal Amount Certified, Interest Amount Certified, Total Due (Certified), Balance.

Delinquent Parcels. PIN, Tax Year, Bill Number, Current Owner's Name (Last Name,First Name order) and Mailing Address, Party Name (Current Owner's Name in First Name, Last Name order), Property Address, Legal Description up to 100 char, Tax Authority Group Code (UTA), Unpaid Tax & Special Assessments, Interest, Penalty, Fees and Total Amount Due, Good thru Date, Payment Plan under Confession of Judgment (indicates that the taxpayer has a payment plan).

Labels***Labels are provided in sheets of 30.***

Primary Owner Name/Mailing Address. PIN (optional; indicate whether you want the PIN printed on the label), owner name, mailing address.

Indicate if you want one label per parcel or one label per owner. For example, one person owns 15 parcels. If you select one label per parcel you will get 15 labels. If you select one label per owner, you will get 1 label.

Occupant, Situs Address. PIN (optional; indicate whether you want the PIN printed on the label), "OCCUPANT", primary situs address. Note: the county does not use situs address for mailing, it is only used for informational and search purposes. It may not be a valid mailing address. Not all PINs have a situs address.

Printout/Report

Printout/Report data is provided as a printed copy or as a .pdf. **The .pdf is in Adobe acrobat format, it is NOT in excel or Word.**

The contents are the same as the data files.