Making a Custom Data Request for Assessment & Taxation Information

Phone: 503-846-3888
Email: a&tdatasupportteam@co.washington.or.us

Step 1: Submit request in writing. Use the enclosed form to describe the parameters of the data you are looking for, such as "All Residential property within the City of Tigard."

Step 2: Indicate the data format you prefer. We currently offer ASCII, Microsoft Excel, and Microsoft Access.

Step 3: Indicate which transmission media you prefer. We currently offer FTP, Email, and CD.

Note the following restrictions:

• All requests are one-time requests. A&T does not take standing or perpetual requests for information.

• We will make a reasonable attempt to extract the data from our system based on the parameters you have supplied.

• The A&T database is not formatted with the intent of providing information for private commercial or other purposes and may not fit your particular needs. A&T will not revise data to suit commercial needs.

• It is your responsibility to sort, group, manipulate, and format the data.

• We cannot populate “forms” that you send us.

• A&T will not perform analysis of any sort, such as analyzing for trends, exceptions, exclusions, variances, etc. We will only provide you the data most closely matching the parameters of your original request.

Fee schedule as of 7/01/15:

<table>
<thead>
<tr>
<th><strong>Labor</strong></th>
<th>$139.00 Minimum (for up to 2 Hours)</th>
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</thead>
<tbody>
<tr>
<td><strong>Additional Labor</strong></td>
<td>$69.50 an Hour</td>
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All information is released based on the following conditions:

1. Washington County’s Assessment and Taxation (A&T) data files are developed and maintained for the sole purpose of assessing and taxing properties within the County. Information is derived from a variety of sources and updated continuously throughout the year.

2. A&T will attempt to match your specified parameters but cannot guarantee it. Extracted data will be provided “as is”. Washington County cannot accept any responsibility for errors, omissions, or positional accuracy in the digital data or the underlying records. There are no warranties, expressed or implied, including the warranty of merchantability or fitness for a particular purpose, accompanying this product.

3. Liability is limited to replacing defective digital media.

4. A&T reserves the right to modify the terms and scope of this service at any time and without notice, based solely on its business needs.

Please use the attached form when making your request. Requested products are typically completed and available within 1-2 weeks from the date of receipt of the prepayment. However, sometimes we cannot meet this time frame due to the volume of work. During August, September, October, and November we do not accept requests due to the tax season workload. Additionally, A&T reserves the right to reject requests that, in its opinion, will adversely impact normal operations, or are contrary to applicable laws or policies.

**Prepayment is required.** Payment for other materials that cannot be determined ahead of time (such as disks) will be required before media is released.

No request is considered canceled by the requestor until written notification from the requester is received (date-stamped) by A&T. The requestor is obligated to pay for any labor or materials used by A&T on his/her request through the date of cancellation.

I have read and understand the conditions of this entire agreement and agree to accept the information and/or digital data pursuant thereto.

| Signature: | ____________________________ | Date: | ____________________________ |
| Print Name: | ____________________________ | Company: | ____________________________ |
| Phone: | ____________________________ | Address1: | ____________________________ |
| Fax: | ____________________________ | Address2: | ____________________________ |
| Email: | ____________________________ | CSZ: | ____________________________ |
Assessment & Taxation Custom Data Request

General description of request:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Intended use of information (e.g., Marketing, Research, etc.):
________________________________________________________________________

Data Fields to show: (e.g., Owner Name & Address, Assessed Value, etc.)
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________

Media Requested --
☐ CD: Microsoft Excel Spreadsheet or Access Database
☐ CD/DVD: ASCII Delimited Text Files (2.4 gig file size limit)
☐ No media required. Send Data by Email to: ________________________________

☐ FTP Site. Host: ___________ User: ___________ Password: ______________

Pre-payment of $139.00 is required. Please make checks or money orders payable to:
Washington County Department of Assessment and Taxation
155 N. First Ave. Suite 130, MS 8
Hillsboro, OR 97124

This request is submitted in accordance with the accompanying standard agreement, which I have also read and signed.

Signature: ___________________________ Date: ___________________________