Grand County, Colorado Assessor Office
EagleWeb instructions
Google Chrome is the recommended internet browser

(Updated 04/18/2016)

EagleWeb is the online resource and search engine for Grand County property records.

To get started with EagleWeb go to the Grand County web page at www.co.grand.co.us and on the left side you will click on 'Assessor Property Search'. When the next page appears, click on 'Enter EagleWeb'. (or just set http://assessor.co.grand.co.us/assessor/taxweb/search.jsp as a favorite website to get you directly to the account search page)

There are only two types of searches to choose from, Accounts and Sales. They are located on the top toolbar. We will handle these one at a time, but first, some basics.

1. Account numbers usually start with 'R', 'P', or 'M' and have 6 numbers after it. You can input just the number and get all accounts with that number. (R=Real Property (residential, commercial, agricultural, etc.), P=Personal Property, and M=mobile homes)
2. Parcel numbers do not have hyphens in them.
3. Names must match exactly (SMITH not SMYTH), **or** use the wildcard * after a few letters (smit*) and then search the results for the name you want (this will give you a list of last names that match or partially match).
4. Business names must match exactly or again use the wildcard *.
5. Address searches by road name can be run by either the GCR number (GCR stands for Grand County Road) or the name of the street, if it has one. (GCR 519 or Wildberry). Named streets with more than one word (such as Golden Spike) will have separation between the words. Examples for searching highway addresses are HWY 9 for state highways and US HWY 40 for US highways. We recommend that when searching by physical address simply enter the "street number" and look at the list for the address you want.
6. Prices do not have dollar symbols, commas, or decimal points.
7. Any search criteria that has a scrolling list can have multiple choices highlighted by simply using 'CTRL/click' for any criteria after the first one is chosen.
8. The more criteria you enter to search by, the more directed the response. The website is actually searched better by putting in less criteria and scrolling though the list that is created.

Account Searches

1. You can search for an account numerous ways. (Name, Address, Schedule, etc.)
2. You can also search by one or several subdivisions (do not confuse with 'Tax area'!). Just start typing the name of the subdivision, and it will provide a list matching what you have typed so far. Click on the subdivision you want. Once you click on a subdivision, you can then start typing another subdivision name you want to include in the search (Fairways at Pole Creek Ph1, Fairways at Pole Creek Ph2, etc.) and click on it.
3. When done entering the search criteria, just click 'Search'. This gives you a list of the accounts that match your search criteria. Click on one of the accounts to see that particular account.

4. The default page that comes up is the Account Summary page. This is a quick reference to the general account information.
5. Clicking on the photo, sketch, or GIS tabs will show you those items. Clicking again on the actual photo, sketch, or map will enlarge it for easier viewing.
6. Also, 'Account Detail' is on the left side, and simply clicking on one of the models under it will give specific information on that particular model in the account. The upgrade here is that you get plain language information and not codes for the subareas.
7. Clicking on 'Assessment History' (top right of the 'Account Detail' page) will give you the last four years of actual and assessed values.
8. 'View County GIS' will show the approximate parcel boundaries and location and an aerial photo (if you click on 'aerial imagery').
9. 'Permits' will show building permit information associated with the account.
10. 'Transfers' will show you information about documents associated with the account. This does **not** provide you with the document, but just gives more information about the document. **This may not be (and probably isn't) a complete list of documents.**

Sales Searches

1. Again you can search using several categories, just like Account Searches.
2. Property Classification narrows your search to a specific type of property. You can use more than one criterion here by using the 'CTRL/click' feature.
3. There are two price screens, one for sale price and one for the actual value in the Assessor's records. Be sure to use the correct one for your search.
4. You can set a search range for acreage, price, bedrooms, and baths. The search also lets you add specific subdivisions. (the same procedure as account search)
5. If you want to search by the 'Super Neighborhood' (and don't know what EA1, EA2, etc. means), there is a map available to view by clicking on the 'Super Neighborhood Map' button on the top toolbar.
6. Click 'Search' and you will be given the results of the search. Simply click on the account you want to look at and sales history and all account information is available just like in Account Search.

Creating Reports

1. The 'create report' button is on the left side of the page after you complete any search.
2. There are 5 different reports you can chose. Account Public Extract, Building Characteristics Extract, Land Characteristics Extract, and Account Sales History Extract all create a file that you can open up in Excel or similar program. The Property Record Card (PRC) prints out a very nice report on a specific property with almost all the information about the account. The PRC only prints one property at a time, so if you have a list, make sure you are on the property you want to print.
3. The Account Public Extract primarily lists the owner and situs information.
4. The Building Characteristics Extract lists the information for each model in the account. (beds, baths, etc.)
5. The Land Characteristics Extract lists the land information. (use, lot or acreage, etc.)
6. The Account Sale History Extract is **only available** when you have a list created by a sales (not account) search and want to print **just** the sale information.

7. The ‘Sales Search’ and resulting ‘Account Sales History Extract’ will give you <u>all</u> sales, not just the ‘qualified and valid’ sales that the Assessor’s Office is required to use for valuation purposes. You can manipulate the results of your search in Excel (usually column 7) by sorting and looking at ‘QV’ sales.
8. When you try to open any Extract file by clicking on it, you will be prompted (on the bottom of the screen) to open or save. Click the open button for any Extract file, <u>*except ‘Account Public Extract’*</u>, to open it in Excel.
9. For the ‘Account Public Extract’ report, open it. Right click anywhere on the page to get the save as option. Save the text file to your desktop or other location you prefer.
10. Once you have saved the file, open Excel. Click on the file open button, make sure you have ‘all files’ types chosen, and then click on the file you created a few steps ago.
11. Excel will prompt you with a Text Import Wizard. On the first screen, make sure ‘Delimited’ is checked and click next. The second screen should have ‘tab’ checked and click next. On screen three make sure ‘general’ is checked and then hit ‘Finish’. (these checked areas are the default in my Excel) Once the file is in Excel, you can manipulate it any way Excel allows.
12. Unfortunately, not all information in the extract files is in plain language, but show our code numbers for certain items. The good thing is that the PRC shows both the code number and the plain language equivalent. The ‘Account Detail’ pages also show the information in plain language.

<u>Printing labels from EagleWeb</u>

It is simple to print labels from the new EagleWeb website.

1. Complete your ‘account search’ and create an ‘Account Public Extract’ report of the results.
2. Open MS Word 2010 or 2013 and click on the ‘Mailings” tab at the top.
    a. MS Word 2003 is similar, but click on ‘Tools’ to get to ‘Letters and Mailings’ and then ‘Mail Merge’.
3. Click on the arrow on ‘Start Mail Merge’ and then click on ‘Step by Step Mail Merge Wizard’.
    a. MS Word 2003 does not specifically list a Wizard, but has a similar ‘Steps’ bar on the right side of the screen.
4. The Steps will be located on the right side bar after this.
    a. Step 1 – click on ‘Labels’ and then next.
    b. Step 2 – click on ‘label options’, highlight the label type you are using, and then click ‘OK’. Click ‘next’.
    c. Step 3 – click on ‘use existing list’, then click on ‘browse’ and choose the file you created from your search (make sure you have ‘all files’ clicked for file types) and click ‘OK’. Click ‘next’.
    d. Step 4 – click on the ‘address block’ and make sure the preview shows the label layout correctly. If it does, click ‘OK’, click ‘Update all labels’ button, and then click ‘next’.
    e. Step 5 – click ‘next’ unless you want to edit the labels.
    f. Step 6 – highlight all the labels on the screen and change font size so all label information will be printed (usually size 8 for regular address labels). Print the labels.