



KING COUNTY PROCEDURE FOR OBTAINING INFORMATION ON ADJACENT PROPERTIES

1. Identify your subject property and obtain its quarter section-township-range map coordinates. Use the Kroll map books, or the self-service terminals, or ask our public information staff for assistance. The terminals and staff are located on the 7th floor of the King County Administration Building, 500 – 4th Avenue, Seattle. For general questions, please call King County Information Line at 206-296-0100.
2. Get a copy of the appropriate quarter section map from our staff, plus a scaled template of the required radius. We can make photocopies if needed of portions of our maps. Full size map copies may be ordered from Public Works on the 9th floor.
3. Locate your subject property on the map, then use the template to identify all adjacent parcels within the required distance. (Adjacent maps may be necessary in case of overlaps.) Determine the Assessor's account number of the parcels from the information included on the map. Public Information staff can provide you with a handbook of examples to assist you in determining the account numbers.
4. You may use the self-service terminals to look up information on individual accounts. The Tax Information screen includes the taxpayer/owner mailing address. The Property Characteristics screen and the index browse screens contain the property street addresses in case you need to contact tenants/occupants where different from taxpayer. Printouts may be made of any of these screen displays.

To obtain computerized address labels and/or printouts:

5. Obtain a Batch Request Sheet and Source Sheet(s) from our staff. Fill out the request sheet and list the parcel/account numbers on the source sheet(s). Examples are contained in the handbook referred to in Step 3. Return the sheets. Our staff will check them and assign a batch request number.
6. Sign and have notarized an agreement limiting allowable uses of the information to be obtained (see example in the handbook). One signed agreement will serve for the entire year. We do have limited notary services available in the Department. Our staff can direct you to them.
7. We will log your completed request and deliver it to King County Systems Services, Room E208 in the Courthouse across the street.
8. Systems Services prints labels and printouts on Monday, Wednesday, or Friday nights for requests received by 2:00 p.m. that day. They will notify you.
9. You must pick up the labels or printouts at the Systems Services Office located at 700 5th Avenue, Suite 2300, Receptionist Desk.
10. Payment is required at the time of pickup. The minimum charge is currently \$25.00 plus tax. Address labels are \$.65 each, plus tax; printouts are \$.60 per parcel, plus tax. Please note that fees are subject to change. For updated fee information, please call 206-296-0600.