



## **Making a Data Request for Assessment & Taxation Information**

Email: [AT\\_DataRequests@co.washington.or.us](mailto:AT_DataRequests@co.washington.or.us)

Step 1: Submit request in writing. Use this 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 Microsoft Excel Spreadsheets, or Delimited Text Files.

Step 3: Indicate which transmission media you prefer. We currently offer FTP, Email, Memory Stick, or Data DVD. Please note that the large, raw data extract jobs are too big to be sent by email.

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 7/01/22:

<i>Labor:</i>	\$165.00 Minimum (for up to 2 Hours)
<i>Additional Labor:</i>	\$83.00 an Hour



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. Data requests are typically completed and available within 1 to 2 weeks from the date of receipt of the prepayment. However, sometimes we cannot meet this time-frame due to the volume of work. If you are requesting large, raw data extract files, we should still be able to provide them during our busy Tax Roll Certification processes (**August through November**). Other requests during this time will only be approved if the individual request does not impact our 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.**

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 Data Request**

General Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Data Extracts (Includes OrionOut, Owners, Land, Improvements, Sales, Situs, and Property)

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. \_\_\_\_\_

Format & Media Requested:

Microsoft Excel

Delimited Text Files

Memory Stick

Data DVD (2.4 gig size limit)

E-mail      Send Data by Email to: \_\_\_\_\_

FTP      Host: \_\_\_\_\_ User: \_\_\_\_\_ Password: \_\_\_\_\_

Pre-payment of \$165.00 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: \_\_\_\_\_