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# *Welcome to the New* **Henry County Assessment-GIS Website**

We are excited to showcase two new sites. For the first time the public will have access to maps of Henry County. The map displays both geographic information and related property data. This geographic information is viewed on the Online Mapping page. The second site is the Online Property Inquiry. On the Online Property Inquiry site you are able to view property details.

There are also two levels of access available—GUEST (no cost) and PROFESSIONAL SUBSCRIBER (\$600 annual fee).

The GUEST site has the following features: 1) search for information by parcel number (PIN) or property address, 2) navigational tools on the map that allow you to pan, zoom in and out, and buffer an area 3) print map and property specific information, 4) email a map link, 5) measure an area using either acreage or square feet, 6) View a variety of map layers such as aerial photo, cadastral data, land use, and transportation, 7) View property details on the Property Inquiry site: PIN, address, legal description, class, assessed value, taxes, tax code, tax rate, taxing districts, lot size and homestead exemptions.

The PROFESSIONAL SUBSCRIBER site provides a higher level of access to real estate professionals in a secure environment. It includes all the information accessible on the GUEST site plus additional information and functionality: 1) ability to search by owner name, 2) ability to perform “advanced searches” using criteria such as township, sale date, sale price, property class, and other property specific criteria. Additional information includes owner, sales data, photographs (when available), sketches (when available) and detailed information about buildings.

To access the site go to [www.henrycty.com](http://www.henrycty.com) and click on one of the links. Enter the site as a GUEST or use your name and password to access the Professional Subscriber pages.

We hope you find the site useful and easy to navigate. If you have any questions, contact the Assessment Office or the GIS Office.

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**This tutorial begins with instructions for Online Mapping followed by Online Property Inquiry. In the upper right-hand corner you will see which portion the instructions cover.**

## **TOOL BAR**

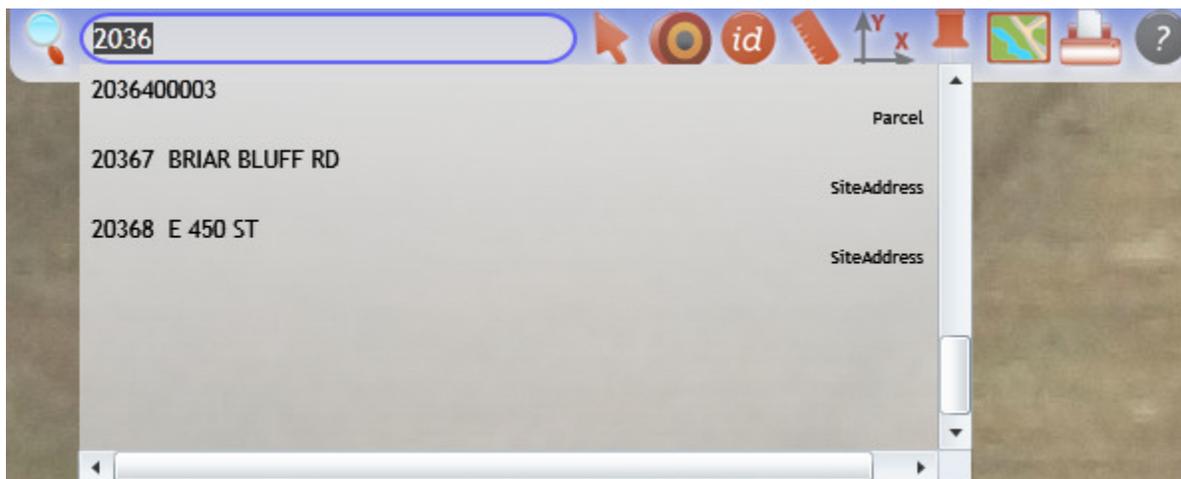


The Search tool (magnifying glass) is always to the left when you first enter the site. Tools are turned on by clicking on the icon for that tool. To clear tools, simply click on the magnifying glass.

## **BASIC SEARCH**

To perform a basic search, click in the Search window and begin typing a parcel number (10 digits, no dashes), street address, legal description or owner's name. (*Note: searching by owner's name is not available on the GUEST site.*) Results begin to display immediately. The more information you enter, the more it narrows down the results.

In the following example I began by typing 2036. You will notice it brought up a parcel number and two addresses. Simply click on the parcel or address you wish to view and the map will zoom to that area.



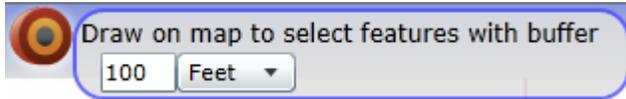
# Henry County Assessment-GIS Website User Guide—Online Mapping

## SELECT TOOL



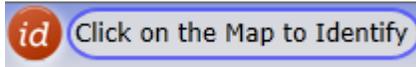
The Select tool allows you to click on an area or draw around an area to identify. The map will zoom to the parcel or parcels, highlight them, and list the parcels to the right. Hover over a name on a list and the parcel will shade darker.

## BUFFER TOOL



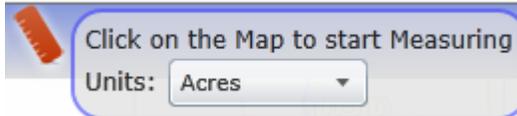
This tool allows you to identify parcels within a number of feet of a selected parcel. First select a parcel using the Select tool. Next, click on the Buffer tool and enter the number of feet. A red circle indicates the buffer area and the parcels highlighted blue are adjacent parcels that touch somewhere within the buffer area.

## IDENTIFY TOOL



This tool allows you to click on a parcel and the map will highlight the parcel and show the results to the right.

## MEASURE TOOL

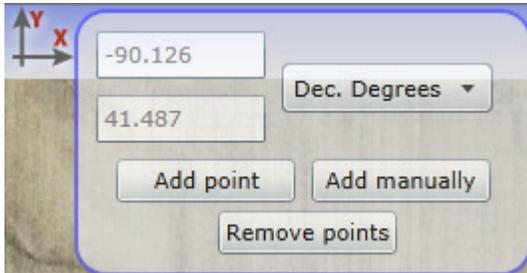


This tool allows you to measure an area in acres or square feet. Click at your starting point and at each point thereafter. The length of the line will show as you draw it. To finish the area, double click before the last click and it will automatically “snap” the line to the point of beginning. To clear the area click on the search tool.

The measured lines will be displayed in orange. Each dimension is shown. The total acres or square footage will be indicated in the middle of the area dependent upon what you chose.



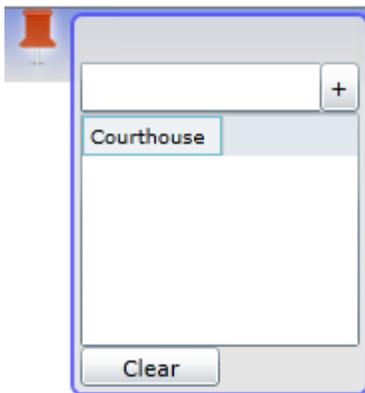
## XY COORDINATES TOOL



You can search by latitude and longitude by entering the information then clicking Add Point. It will place a red dot on the location and zoom in on the parcel.

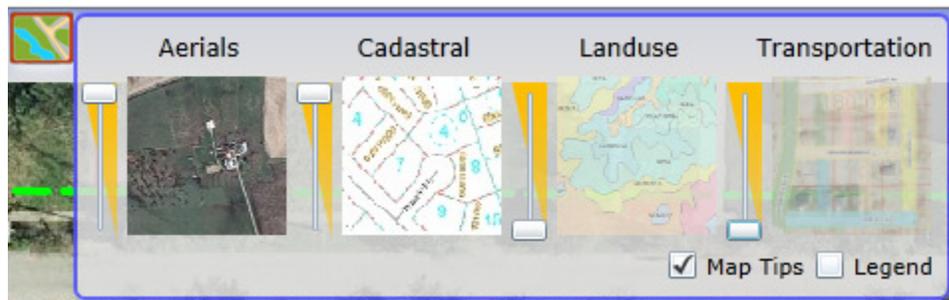
If you want to find the latitude and longitude of a point, click Add Manually then click on the map. A red dot will appear. Hover the mouse over the red dot and the coordinates will display.

## BOOKMARK TOOL



A bookmark can be added for locations you view frequently. To create a bookmark, zoom to the area you want to mark and click on the thumbtack. The box to the left will appear. Type in the name you have chosen and click the + sign. When you need to view the parcel again simply click on the name and it will zoom to that location. To remove bookmarks, click Clear. Be aware, this will remove ALL bookmarks.

## LAYERS TOOL



Map layers can be faded in and out. The default settings are shown above. The Aerial and Cadastral (lines, annotations, parcel numbers) layers are “ON” and the Land use and Transportation layers are “OFF.” The slide bars are used to fade the information in and out. They can be shut off altogether by sliding the bar to the very bottom.

The Legend check box can be checked to reveal an explanation of the various features. It explains what each line or shade means. The menu can be hidden by clicking the arrow in the upper right. It slides over to the right. To view, simply click the same arrow and the legend will slide open.

# Henry County Assessment-GIS Website User Guide—Online Mapping

## **PRINT**



When you click on the print button, another tab opens. If you have the Results window open it will print as well.

1807326001 (Parcel Boundary)

Results

**Site Information**

Parcel Number: 18-07-326-001  
Site Address:  
Assessment Year: 2013  
Township: 18  
Use Code: 9000  
Tax Code: 180005  
Short Legal: COURT HOUSE SQUARE ORIG TOWN  
VILLAGE OF CAMBRIDGE 87-37-488

**Owner Information**

HENRY COUNTY COURTHOUSE,  
C/O SHERIFFS OFFICE  
311 W CENTER ST  
CAMBRIDGE, IL 61238

**Assessment Information**

Farm Land: 0  
Farm Improvements: 0

1807326001 (Parcel Boundary)

167

Results

171-46

327-002

COLLEGE

If you don't want the results window to print, first click the magnifying glass to clear the results window.

In the new window you can either click Print Now or Generate PDF.

# Henry County Assessment-GIS Website User Guide—Online Mapping

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**ZOOM/ROTATE TOOL** This tool is located in the upper left hand corner of the map. It appears faded until you hover the mouse over the tool. The slide bar to the far left allows you to zoom in and out. The arrows represent North, South, East and West. They allow you to move those directions.



You can also click on the circle and swivel or rotate the map. To reset the map to North, click on the triangle at the bottom left of the circle. Clicking on the globe at the bottom right of the circle sets the map to the full extent (countywide view).

## **RESULTS TOOLBAR**



This toolbar appears whenever a Results window opens. The tools (left to right) are Buffer, Save, Email Link, Google Street View and Delete.



**BUFFER** By clicking on the Buffer tool, you create a buffer around each parcel in the list, which will be shown in red on the map, and highlights all adjacent parcels within that buffer in blue.



**SAVE TO FILE** Saves text data to excel file.



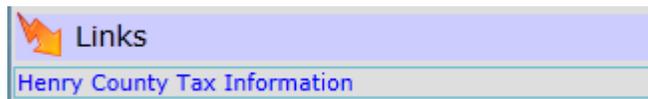
**EMAIL LINK** This feature allows you to email a link to a map. If you have a parcel highlighted and a results window open, the link will open the site with the same.



**GOOGLE STREET VIEW** May not be available on all parcels



**DELETE/CLOSE** Click on this to close the results window.



**LINKS:** In the results window click on Henry County Tax Information to go to the Online Property Inquiry site to view Assessment information. You can enter as a GUEST. If you are a SUBSCRIBER you must login to access the Online Property Inquiry site. Instructions for Online Property Inquiry begin on Page 8.

## HELP TIPS



Click on the Question Mark on the tool bar to view helpful map tips. The World icon gives map navigation tips and the Arrow icon gives feature selection tips.

<b>Map Navigation</b>		
<b>Key Action</b>	<b>Mouse Action</b>	<b>Map Action</b>
Press F11		Toggle map between window and full screen.
Press left, right, up, down arrow		Pan in the direction of the arrow key pressed.
+/-		Zoom in (+) or zoom out (-) one zoom factor.
	Left mouse button hold and drag	Pan the map (Not when a tool is active)
	Left mouse button double click	Zoom in one zoom factor.
Shift, press and hold	Left mouse button hold and drag	Define an extent to zoom in.
Shift + Ctrl, press and hold	Left mouse button hold and drag	Define an extent to zoom out.
	Scroll wheel forward/backward	Zoom in (forward), zoom out (backward)

<b>Feature Selections</b>		
<b>Key Action</b>	<b>Mouse Action</b>	<b>Result Action</b>
	Hover cursor over record in Results window	Associated polygon highlighted on map.
	Left mouse button on record in Results window	Display attributes of chosen record.
Shift, press and hold	Left mouse button hold and drag over Map	Add/remove features from existing selection set.
Shift, press and hold	Left mouse button on record in Results window	Remove record from selection set.

# Henry County Assessment-GIS Website User Guide—Online Property Inquiry

## **PROPERTY SEARCH**

There are two search methods available to “Guests.” The first is by PIN (Property Identification Number) and the second is by site (location) address.

Click on “Search for a specific property by parcel number (PIN).” A new box appears and you simply enter the numbers. The PIN is found on your assessment notice and tax bill.

### Property Search

**Step 1: Select a Search Method**  
What would you like to do?

Search for a specific property by parcel number (PIN)  
 Search for a property by site address

**Step 2: Enter Search Information**

Parcel Criteria

Parcel Number

You can also search by site address. Be sure to enter BOTH a beginning and ending “House # Range.” In the example below I only wanted to see 307 W Center, so I entered 307 as the beginning and the ending number. You would then enter the Prefix Direction and Street Name. In most instances that will bring up the desired parcel. It is not necessary to fill in ALL boxes.

### Property Search

**Step 1: Select a Search Method**  
What would you like to do?

Search for a specific property by parcel number (PIN)  
 Search for a property by site address

**Step 2: Enter Search Information**

Site Address Criteria

House # Range  -  Prefix Dir.

Street Name  Street Suffix

City  State  Post Directional  Zip Code

# Henry County Assessment-GIS Website User Guide—Online Property Inquiry

## **INITIAL VIEW Online Property Inquiry**

The default view once you enter **Online Property Inquiry** is the “Billing and Collection Information.” The menu will appear on the right and will look like one of two menus below. The look is dependent upon whether you enter as a GUEST or PROFESSIONAL.

### GUEST

<b>View:</b> Assessments Billing & Collection Exemptions Parcel Genealogy Legal Description Related Names Tax Sale Summary Site Addresses Taxing Bodies
Parcel Map
<b>Print:</b> Current Page Full Report

### PROFESSIONAL

<b>View:</b> Appraisal Assessments Billing & Collection Exemptions Farmland Parcel Genealogy Legal Description Related Names Tax Sales Summary Sales History Site Addresses Taxing Bodies
Parcel Map Assessor Change Request Form
<b>Print:</b> Current Page Full Report
<b>Account Options:</b> Log Out

**NOTE:** You can click on the “Tax Year” drop down menu in the upper left-hand corner to change the tax year. The year displayed is the current Assessment year for taxes due and payable the following year. The records displayed go back to 2001.

Property Information		
<b>Tax Year</b> 2013 ▼	<b>Tax Code</b> 210000	<b>Ima</b> No

# Henry County Assessment-GIS Website User Guide—Online Property Inquiry

## INITIAL VIEW Online Property Inquiry

### Online Property Inquiry

### Information for Parcel 21-22-109-004, Tax Year 2013 Payable 2014

Property Information		
<b>Tax Year</b> 2013 ▼	<b>Tax Code</b> 210002	<b>Images/Sketches ( See All )</b>
<b>Township</b> OXFORD	<b>Neighborhood</b>	
<b>Property Class</b> 0040-Improved Lots	<b>Land Use</b>	
<b>Tax Status</b> Taxable	<b>Lot Size</b>	
<b>Net Taxable Value</b>	<b>Tax Rate</b>	
<b>Site Address</b> 107 N SCANDIA ST ALPHA, IL	<b>Owner Name and Address</b> [REDACTED]	<b>Mailing Name and Address</b> [REDACTED]
<b>Legal Description</b> S80 OF N321.5 OF W214 LT 8 RESUB OF PT W NW SEC 22 VILLAGE OF ALPHA		

Payments							
Installment	Tax Billed	Penalty Billed	Cost Billed	Drainage Billed	Total Billed	Amount Paid	Total Unpaid
<b>First</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Second</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**NOTE:**

- Images and Sketches can be viewed by Subscribers only.
- Click on (See All) to view additional photos and sketches
- If no image appears OR if the image doesn't appear to display properly, do not click on (See All). If you do it will attempt to open and nothing will appear. It will just continue to try and lock up. We are aware of the issue and are working to fix it.
- We do not have images and/or sketches for every parcel.

## Assessment Information

An assessment year begins with the local township assessor. There are six more levels at which your assessed value may change. An assessment isn't final for the year until it reaches the DOR Equalized level. You must always be aware of this when viewing this screen.

**KEY: Prior Year Equalized**-this is the final value from the prior year

**Township Assessor**– the value as submitted by the assessor

**Supervisor of Assessments**—the S/A has authority to make individual changes to any parcel in any year

**S of A Equalized**– the S/A applies a factor by township to bring each township to 33.33% of market value.

**Board of Review**– local 3 person Board has authority to make individual changes to a parcel

**Board of Review Equalized**-may apply factor if not done at S/A level or as needed

**Department of Revenue**-Home Improvement exemption deducted at this level

**DOR Equalized**-Must apply county-wide equalization factor if county-wide level of assessment is not at 33.33%. This becomes the final taxable value on which taxes will be calculated.

### View:

Assessments

Billing & Collection

Exemptions

Parcel Genealogy

Legal Description

Related Names

Tax Sale Summary

Site Addresses

Taxing Bodies

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Parcel Map

### Print:

 Current Page

 Full Report

## Billing and Collection

View the amount of taxes billed and paid each year.

### View:

Assessments

Billing & Collection

Exemptions

Parcel Genealogy

Legal Description

Related Names

Tax Sale Summary

Site Addresses

Taxing Bodies

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Parcel Map

### Print:

 Current Page

 Full Report

## **Exemptions**

The exemptions listed are not final for the current year until the assessment level is at Department of Revenue. The Senior Freeze, when listed, may not have an amount in the “Granted Amount” area. This is because it has not been calculated for the current year. If you need an estimated Senior Freeze exemption amount roll back to the prior year.

### **View:**

- Assessments
- Billing & Collection
- Exemptions**
- Parcel Genealogy
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

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Parcel Map

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### **Print:**

-  Current Page
-  Full Report

## **Genealogy**

A new parcel number must be created whenever a parcel is split into two or more parcels or two or more parcels are combined into one. This area shows the history of the parcel numbers.

### **View:**

- Assessments
- Billing & Collection
- Exemptions
- Parcel Genealogy**
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

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Parcel Map

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### **Print:**

-  Current Page
-  Full Report

## **Legal Information**

Contains a “brief” legal description. You must look at the recorded deed to view the full legal description.

## **Name Information**

Contains a history of the name changes for the parcel.

## **Site Address**

Contains the physical address of the parcel if known. This address may differ from the mailing address.

### **View:**

- Assessments
- Billing & Collection
- Exemptions
- Parcel Genealogy
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

Parcel Map

### **Print:**

- Current Page
- Full Report

## **Tax Sale Summary**

Displays a tax sale history for the parcel. Contact the Henry County Treasurer (309-937-3576) or the Henry County Clerk (309-937-3575) for additional information about this information.

## **Taxing Body Information**

Every parcel pays taxes into specific taxing districts. This area displays the district, corresponding rate, and taxes paid (by district).

### **View:**

- Assessments
- Billing & Collection
- Exemptions
- Parcel Genealogy
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

Parcel Map

### **Print:**

- Current Page
- Full Report

## **Parcel GIS Information**

Click on this to view the parcel on a map on the Online Mapping site.

### **View:**

- Assessments
- Billing & Collection
- Exemptions
- Parcel Genealogy
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

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**Parcel Map**

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### **Print:**

-  Current Page
-  Full Report

## **Print**

Allows you to print the displayed page or a full report for a particular parcel.

### **View:**

- Assessments
- Billing & Collection
- Exemptions
- Parcel Genealogy
- Legal Description
- Related Names
- Tax Sale Summary
- Site Addresses
- Taxing Bodies

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Parcel Map

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### **Print:**

-  Current Page
-  Full Report

## **AVAILABLE TO PROFESSIONAL SUBSCRIBER'S ONLY**

### **Appraisal Information**

Contains detailed information about the structure(s).

### **Farmland Information**

Contains information about soil types and land use for farm parcels only.

### **Sales Information**

Contains document numbers, sale date, sale price and related information.

### **Assessor Change Request Form**

This is for Township Assessor's Only. Not for public use.

#### **View:**

**Appraisal**

Assessments

Billing & Collection

Exemptions

**Farmland**

Parcel Genealogy

Legal Description

Related Names

Tax Sales Summary

**Sales History**

Site Addresses

Taxing Bodies

---

Parcel Map

**Assessor Change Request Form**

#### **Print:**

 Current Page

 Full Report

#### **Account Options:**

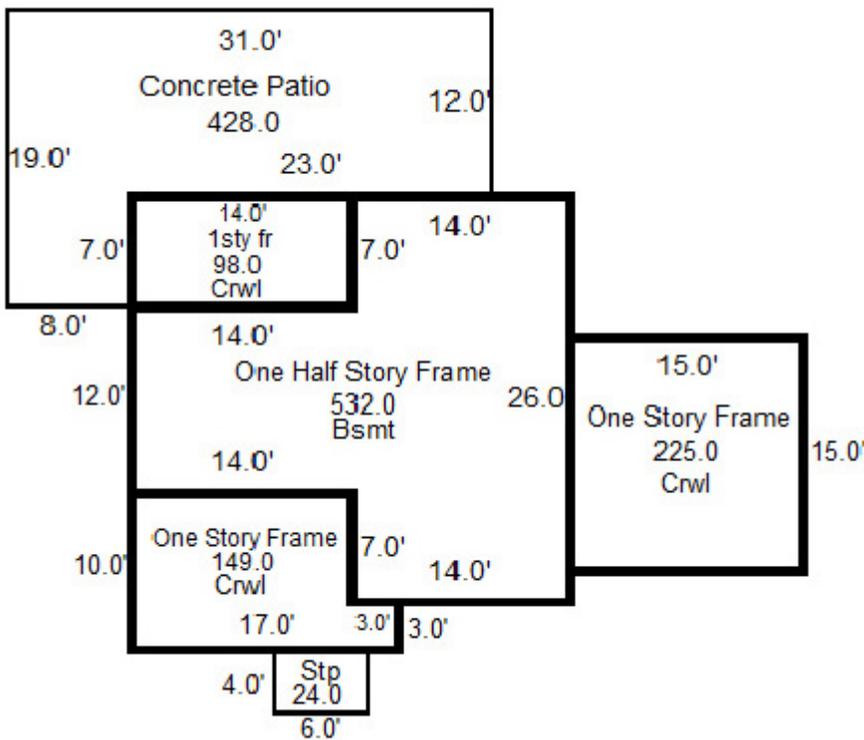
Log Out

# Henry County Assessment-GIS Website User Guide—Online Property Inquiry

## TIPS FOR UNDERSTANDING THE APPRAISAL INFORMATION PAGE

One Half Story Frame/One Story Frame/One Story Fra Structure (1 of 1)							
Property Class	Description	Style	Quality	Living Area (sq. ft.)	Year Built	Age	Value
Residential	One Half Story Frame/One Story Frame/One Story Fra	One and One-Half Story	Grade C -10	1,002	1907	105	48,640

- Description** This area displays the story types. If the property has more than one ‘story type’ each will be indicated in this field. The sketch of the same parcel is shown below. View the sketch or call the Assessment Office to better understand the square footage or each story.



Style
One and One-Half Story

- Style** The information in the “Style” box indicates the PRIMARY story type or style of home.

- Base Cost** The breakdown of the square footage can be seen under the “Base Cost” heading.

Base Cost (Square Ft.)			
Frame Construction	149.00	Frame Construction	225.00
Frame Construction	98.00	Frame Construction	532.00

- Foundation** The base cost schedule for each residential structure includes a full basement. If the foundation has crawl or slab it will be noted along with its corresponding square footage.

Foundation Adjustments (Square Ft.)			
Crawl Space	472.00		

## Henry County Assessment-GIS Website User Guide—Online Property Inquiry

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- Quality Grade** AA, A, B, C, D, E. C grade equals average quality construction and equals 1.00. AA, A, and B are superior to C. D and E are inferior to C. In the example below the grade C-10 equals .90. It is less than average but not quite a D grade.

One Half Story Frame/One Story Frame/One Story Fra Structure (1 of 1)							
Property Class	Description	Style	Quality	Living Area (sq. ft.)	Year Built	Age	Value
Residential	One Half Story Frame/One Story Frame/One Story Fra	One and One-Half Story	Grade C -10	1,002	1907	105	48,640

- Living Area** This is the ground area square footage of all story types.

One Half Story Frame/One Story Frame/One Story Fra Structure (1 of 1)							
Property Class	Description	Style	Quality	Living Area (sq. ft.)	Year Built	Age	Value
Residential	One Half Story Frame/One Story Frame/One Story Fra	One and One-Half Story	Grade C -10	1,002	1907	105	48,640

- Plumbing Fixtures** In the example below there are a total of 7 fixtures  
 Standard (5) - The base number of fixtures in a house is 5. This accounts for one bathroom with 3 fixtures, one water heater and one kitchen sink.  
 Half Bath (2) - adds two more fixtures

Plumbing Detail (Quantity)			
Half Bath (2)	1.00	Standard (5)	1.00
Plumbing Total (Quantity)			
Total Fixtures	7.00		

**CONTACT THE ASSESSMENT OFFICE AT 309-937-3570 IF YOU DO NOT UNDERSTAND THE INFORMATION OR ARE UNSURE HOW TO INTERPRET IT.**

## Henry County Assessment-GIS Website Professional Subscriber Application

The Professional Subscriber website was created for real estate professionals and offers a higher level of access to Assessment records in a secure environment. It includes everything on the GUEST site along with additional information and functions. Functions: 1) Ability to search by name in Online Mapping, 2) Ability to search by name, mailing and site address, tax code, taxing district, sale price and date, year built, range of square foot of structures, range of assessed values in Online Property Inquiry. Additional information: 1) Building detail—story type, square footage, age, number of baths, foundation type, decks, porches and other structure details (if available), 2) Sales data—date, sale price, deed type, document number, 3) Detailed soil and land use reports, 4) Images—when available.

Annual fee—\$600 **To apply for the PROFESSIONAL SUBSCRIBER access, complete this application and submit along with \$600 annual fee to the Chief County Assessment Office.**

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### User Information (please print)

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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### Username and Password

Currently, Professional Subscribers will need to login to each site separately. Subscribers will choose their login for Online Mapping and Henry County will assign the password. To login to Online Property Inquiry the subscriber will use their email address and choose their password.

Requested Login for Online Mapping \_\_\_\_\_

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### Terms of Agreement

The maps and data available for access at this website are provided “as is” without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the user accessing this information. Henry County makes no warranties, expressed or implied, as to the use of the maps and data available for access at this website. There are no implied warranties of merchantability or fitness for a particular purpose. The user acknowledges and accepts all inherent limitations of the maps and data, including the fact that the maps and data are dynamic and in a constant state of maintenance, correction and revision. The maps and associated data at this website do not represent a survey. No liability is assumed for the accuracy of the data delineated on any map, either expressed or implied.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Henry County Assessment Office  
307 W Center St  
Cambridge IL 61238

Phone: 309-937-3570