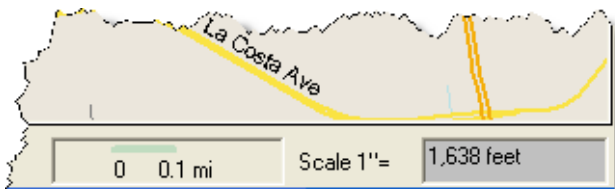



Digital Parcels provide an outline view of property and lot boundaries. To activate the digital parcel map:

1. Activate the Mapping feature in Builder InfoTools 1.6 then zoom into the area you want to display the digital parcel map.

**NOTE:** The digital parcel map will only load at the scale of less than 1 mile. The closer you zoom in the faster the map will load. To see the scale, look at the lower right-hand side of the program.




2. Click on the **Parcels** button  to add the parcels layer in the Layers menu.

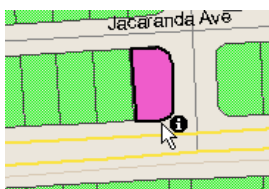
3. To display the digital parcel map, place a check mark in the box next to the **Parcels** layer in the Layers menu.



### Identifying Parcels

Digital Parcels provide interactive information about parcel ownership as reflected in the public record. Use the **Identity tool** to see the information.

1. Once you have the digital parcel map turned on, select the **Identity** button .
2. Move your pointer on the map and select the parcel you want information on. The map will flash and color the parcel selected.



3. The **Parcel Identifier** window will then pop up to display public record information, including ownership, sales price, and other details.

**Parcel Identifier**

Identification | Resale & Comps

**Property Address**  
Parcel #: 2551050100  
Address: 2711 JACARANDA AVE  
City: CARLSBAD CA State: CA Zip: 92009

**Assessee / Owner Information**  
Owner: ESTRADA,SOCORRO  
Address: 2711 JACARANDA AVE  
City: CARLSBAD CA State: CA Zip: 92009

**Assessment / Tax Data**  
Land Value: \$371,422 Last Assessed: 8/16/2007  
Structure Value: \$191,017

**Sales / Recorder Data**  
Recording Date: 1/29/2004 Sale Price: \$530,000

**Property Description**  
Description: LOT 320 TR 8362 Zoning: R1  
County Land Use: Lot Size: 0  
Standard Land Use: Single Family Structure Area: 1620

**Physical Characteristics**  
Year Built: 1978 Bed/Bath: 4 / 2.00  
Units: 1

**Deed History**

Buyer Name	Sale Date	Sale Price	Loan Amo...	Trans Type
ESTRADA,...	1/29/2004	\$530,000	\$400,000	Resale


Print Close

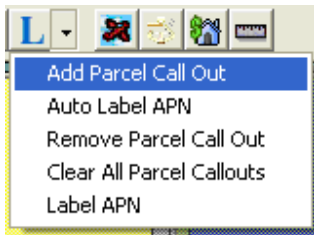
**NOTE:** Make sure you have the **Parcels** layer selected (highlighted in gray) in the Layers menu, otherwise the **Parcel Identifier** window will not display when you use the Identity tool.



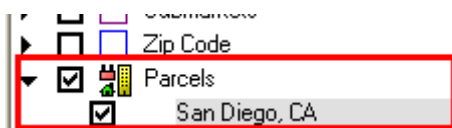
### Parcel Call Out

This feature creates a label on the parcel map for you. This function is similar to the “Add Project Label” function. The label that is created includes 4 data fields: APN, owner name, address, and county land use.

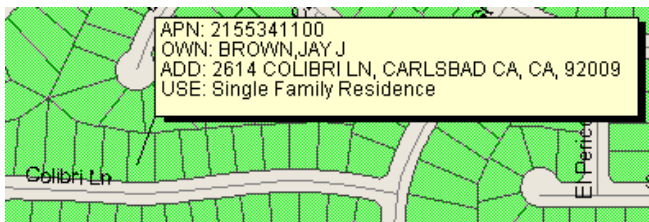
- Once you have turned on the digital parcels layer, go to the **Label Current Layer** tool  and select **Add Parcel Call Out** from the drop down menu.



**NOTE:** The parcel call out drop down menu will only appear if you are on the Parcels layer in the layer menu on the left of the program.



- Using your mouse, click on the parcel you want to label, then drag the line to the area where you want the label to appear, double-click your mouse to place the label on the map.

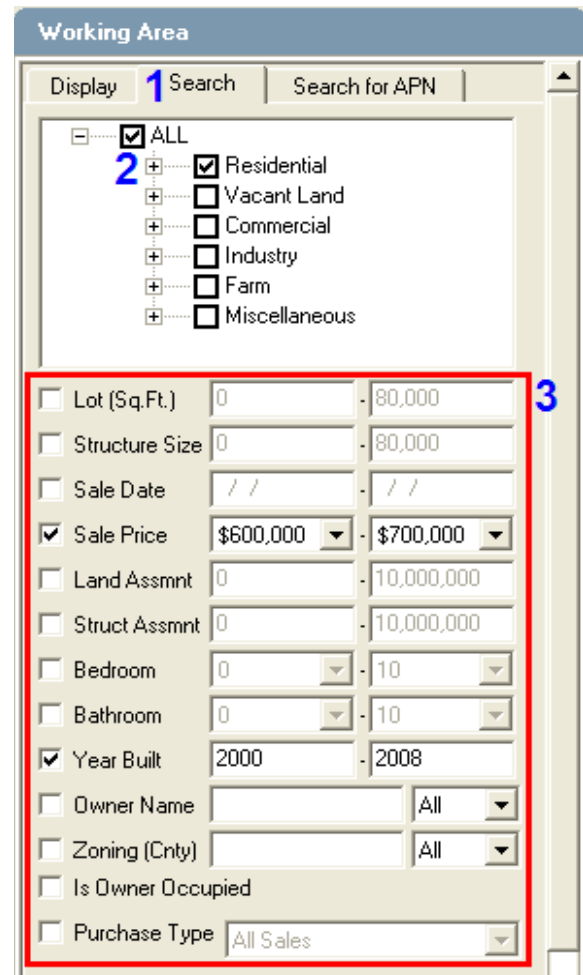


- There are a couple of functions you can use to remove a parcel label. To remove a single label, select the **Remove Parcel Call Out** function from the drop down menu, then click on the actual parcel you labeled and the label will disappear. If you want to remove all the parcel labels you created, select **Clear All Parcel Callouts** and all the labels will go away.

### Searching Parcels

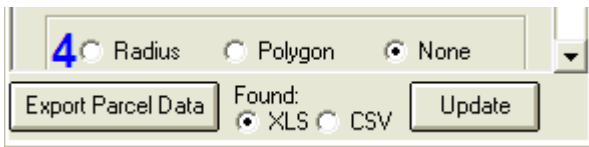
Builder InfoTools allows users to search for parcels that match a set criteria. This allows you to quickly identify parcels you are looking for.

- Once you have turned on the digital parcels layer, select the **Search** tab in the **Working Area**.



- Select the type of parcels you want displayed. In this example, we choose Residential parcels as determined by the county assessor office. You can narrow down your search even further by clicking on the (+) sign and specify exactly what type of residential parcels you're looking for (Single Family Residential, Condominium, Duplex, etc.).
- Apply filters to your search to further limit the type of parcels you are looking for. Place a check mark next the filter you want to apply then type in the range.

4. Select how you want to run your search (**Radius**, **Polygon**, or **None**).



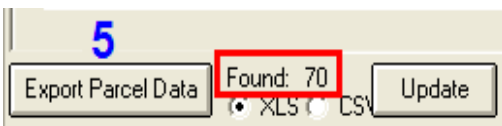
A screenshot of a software interface for searching parcels. At the top, there is a dropdown menu with the number '4' next to it. Below the dropdown are three radio buttons: 'Radius' (unselected), 'Polygon' (unselected), and 'None' (selected). Below these are two buttons: 'Export Parcel Data' and 'Update'. In the center, there is a 'Found:' label followed by two radio buttons: 'XLS' (selected) and 'CSV' (unselected).

If you select **Radius**: Move your pointer on the map and mark the center point of your radius. A radius window will appear. Enter the radius in miles you want to conduct your search and click **OK**.

If you choose **Polygon**: Move your pointer on the map and click the pointer button on your mouse, drag the pointer toward the next point (you will see a line being created), then click the pointer button again. Continue until you have the polygon created. **Double-click** the pointer button to make the lines of the polygon solid, this will also initiate your search.

If you choose the search option **None**: The program will only search the parcels this is displayed on your screen. Click the **Update** button to start the search.

5. When the search is complete the bottom of the Working Area will display the number of parcels found that meet your search criteria's. The parcel layer will redraw and show only those parcels found. Select the **Export Parcel Data** button to export the parcels found in your search.



A screenshot of the same software interface as above, but now showing the results of a search. The number '5' is displayed in the top left corner. The 'Found:' label now shows the number '70', which is highlighted with a red rectangular box. The 'Export Parcel Data' button is highlighted with a red rectangular box. The 'Update' button is also visible. The radio buttons for 'XLS' and 'CSV' are still present, with 'XLS' selected.

**NOTE:** You can only export 2000 parcels at a time.