

OBTAINING ABUTTING PROPERTY OWNER INFORMATION

Go to TOWN OF ESSEX WEBSITE: [Essex, VT | Official Website \(essexvt.org\)](http://Essex, VT | Official Website (essexvt.org))

From the top menu:

- Hover over **Your Government** then **Departments**
- Select **Assessing Department**
- On the Assessing Department Webpage on the Left-side Menu:
 - **Parcel / Tax Maps** - Have the Parcel ID available to find the tax map # needed; read “Interpreting the Numbers” to assist in viewing the maps and finding the Parcel for which you are searching (scroll down to **Tax Map Document** to select applicable tax map index).
 - Once you locate the Parcel you will then be able to select all abutting parcels per the instructions. The 911 street numbers are indicated by the **small # sign and number** on each parcel. This information is what is necessary in locating the abutting owners mailing addresses on the Grand List.
 - Once all abutting parcels are found, go back to the Assessing Department Webpage to the Left-side Menu and select **Grand List**.
 - Download the Grand List. Be sure to enable editing, then select the **Data tab** and sort by **Street**. Based on the 911 street addresses, the abutting parcel owner(s) and their mailing addresses can be found.

To verify whether the ownership of an abutting property has been transferred/sold since the last Grand List was published, return to the home page of the TOWN OF ESSEX WEBSITE and access the Town’s online Land Record Index (**Essex Town Clerk – TownFusion**).

From the top menu:

- Hover over **Your Government** then **Departments**
- Select **Clerk & Treasurer**
- Under “Services Provided” select Online public access to our Land Record Index (under Land Records – 9th bullet point)
- Select **Login as Guest**
- Under “What would you like to do today?” Select **Search Public Records**
- Under “Search Types” select **Property**
- In the Address cell, type in the Street name only (no street #)
- In Document Types (right-side menu) un-click All Document Types, arrow down the “E-Q” box, select the PROPERTY TRANSFER TAX box then select the **Search** icon above Document Types
- Search Results will show all recent property transfers for that street
- Review property addresses (**Property** column) to search for your respective abutters - then select the corresponding transfer # (**Document #** - first column) to access the property transfer tax return that will indicate the Transferee (Buyer) and their mailing address
- Keep in mind that if the document indicates the transfer is to a Life Estate – use the Transferor’s (Seller) name and mailing address as they maintain control of the property until their death
- To go back to your original search and select another property, select **Back to Results**
- When your search is completed, select **Log Out**