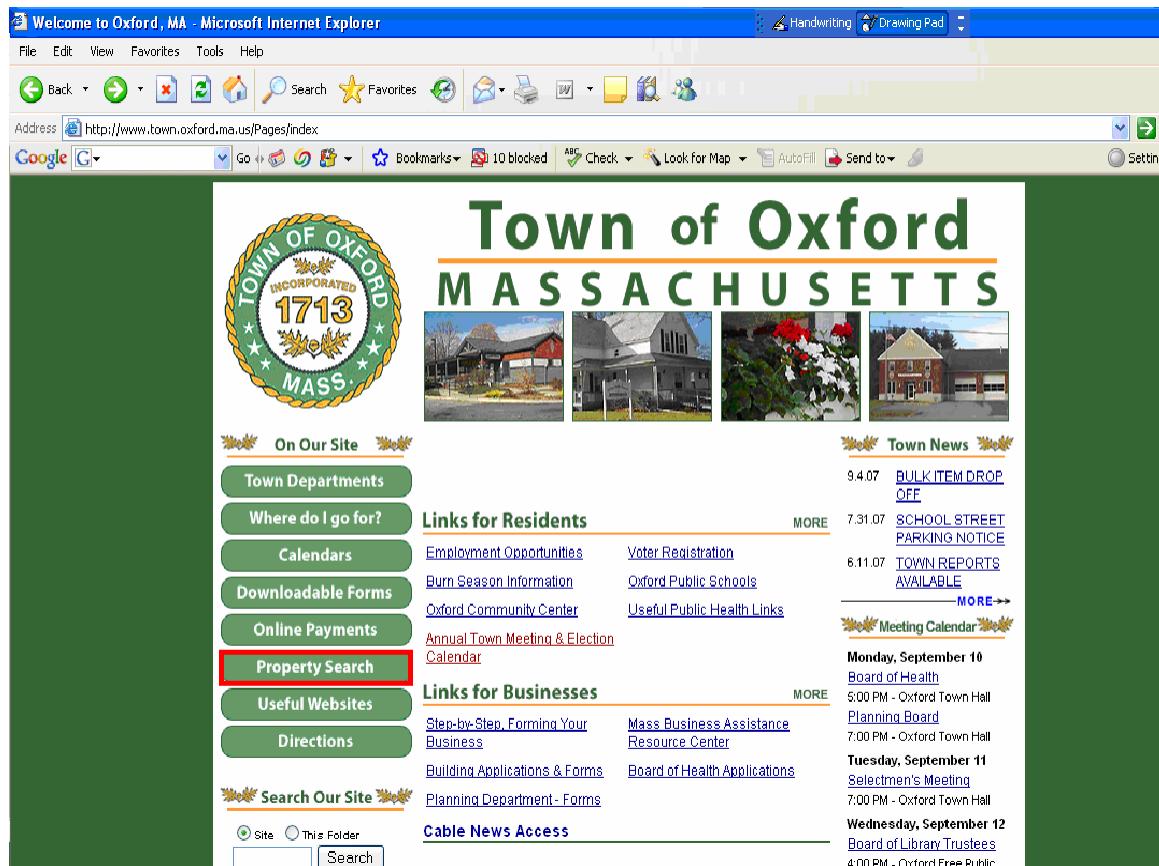
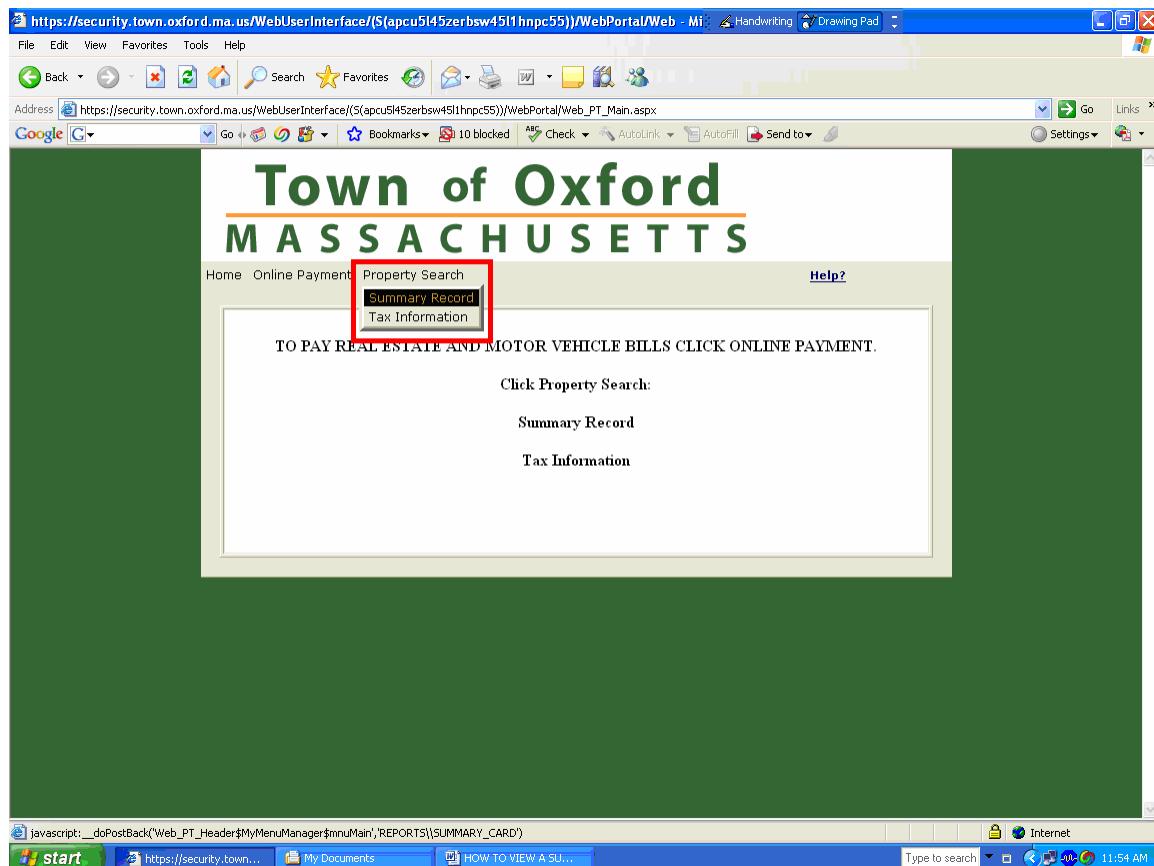


HOW TO VIEW A SUMMARY RECORDS CARD AND TAX INFORMATION

STEP 1: Click on the button that says **Property Search** on the left side of the screen.



STEP 2: On the next page scroll over the words **Property Search** to access a drop-down menu that says **Summary Record** and **Tax Information**. **Note: Your Summary Records Card contains your tax information.**



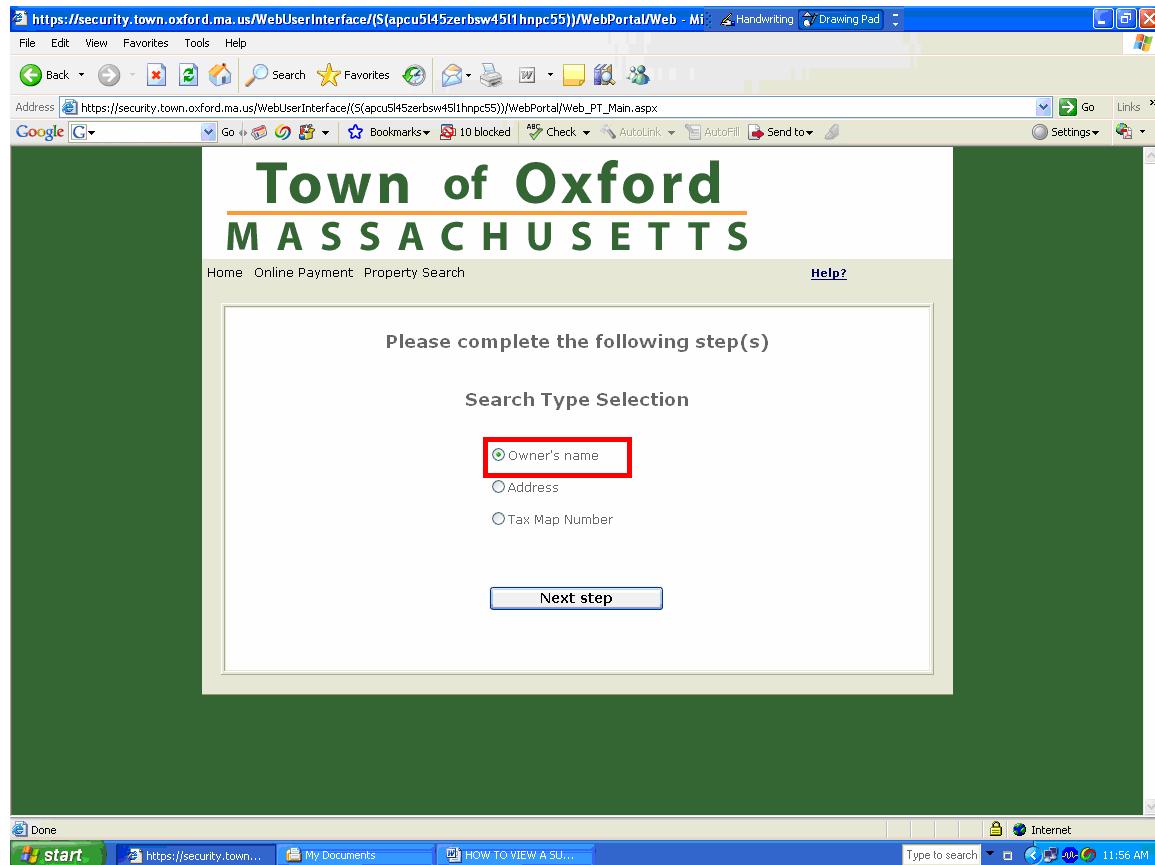
From STEP 2 click on **Summary Record** from the drop down menu.

STEP 3: Searching options are organized by **Owner's Name**, **Address**, or **Tax Map Number**. Click the corresponding circle to highlight the desired search method. (This can be found to the left of the searching method.)

For searching by Owner's Name refer to PART A
For searching by Address refer to PART B
For searching by Tax Map ID refer to PART C

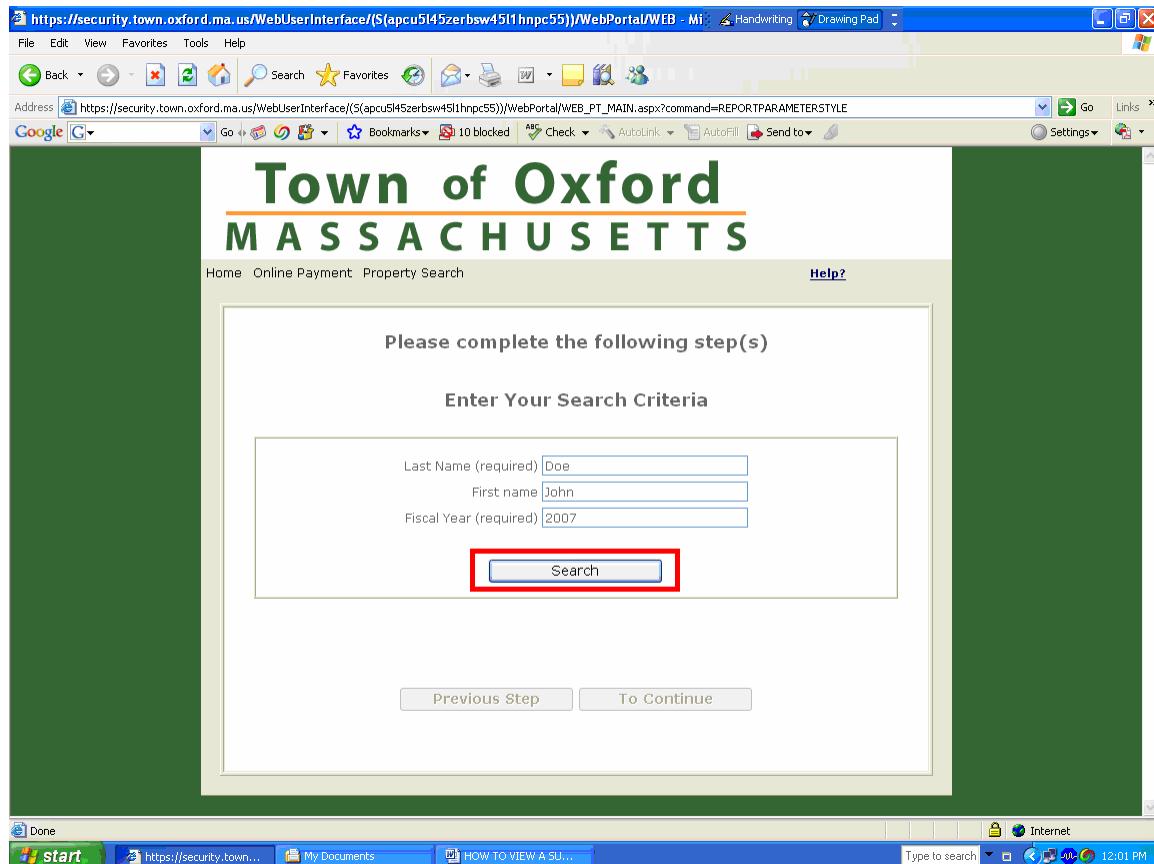
PART A: SEARCHING BY OWNER'S NAME

TO SEARCH BY OWNERS NAME, SELECT OWNER'S NAME then click **Next step**.



STEP 4: SEARCHING BY OWNER'S NAME

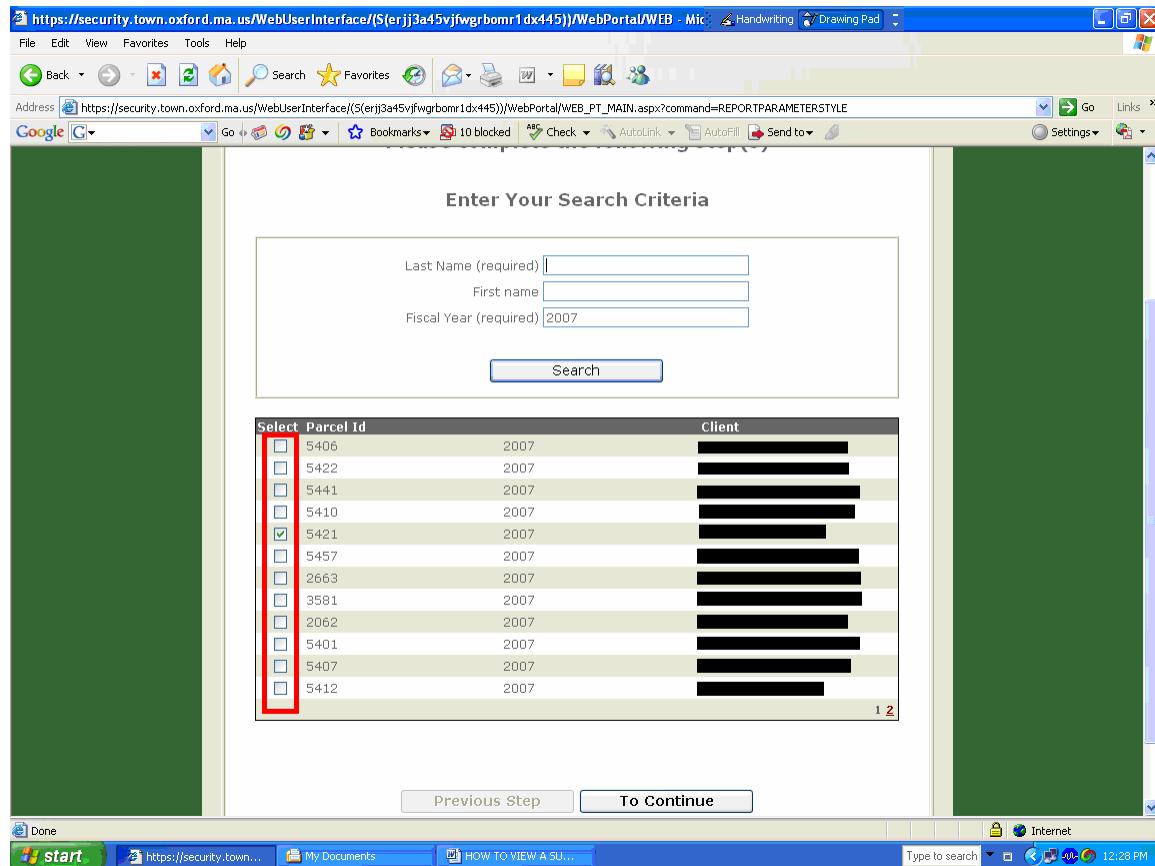
On the next page there will be three boxes labeled **LAST NAME (required)**, **FIRST NAME**, and **FISCAL YEAR (required)**.



The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL [https://security.town.oxford.ma.us/WebUserInterface/\(S\(apcu5i45zerbsw451hnp55\)\)/WebPortal/WEB...](https://security.town.oxford.ma.us/WebUserInterface/(S(apcu5i45zerbsw451hnp55))/WebPortal/WEB...). The main content area displays the "Town of Oxford MASSACHUSETTS" logo. Below the logo, a message says "Please complete the following step(s)". A form titled "Enter Your Search Criteria" is shown, containing three text input fields: "Last Name (required)" with "Doe" entered, "First name" with "John" entered, and "Fiscal Year (required)" with "2007" entered. A "Search" button is at the bottom of the form. The "Search" button is highlighted with a red rectangular box. At the bottom of the page are "Previous Step" and "To Continue" buttons. The taskbar at the bottom of the screen shows the browser window, the start button, and the system clock at 12:01 PM.

Please enter your **LAST NAME** and the **FISCAL YEAR** in the corresponding boxes as these are **(required)** to access the database. You may also enter in the **FIRST NAME** to narrow your search but this is not required to view the **SUMMARY RECORDS CARD**. When you have completed entering your **LAST NAME** and the **FISCAL YEAR**, click on the box below that says **SEARCH**.

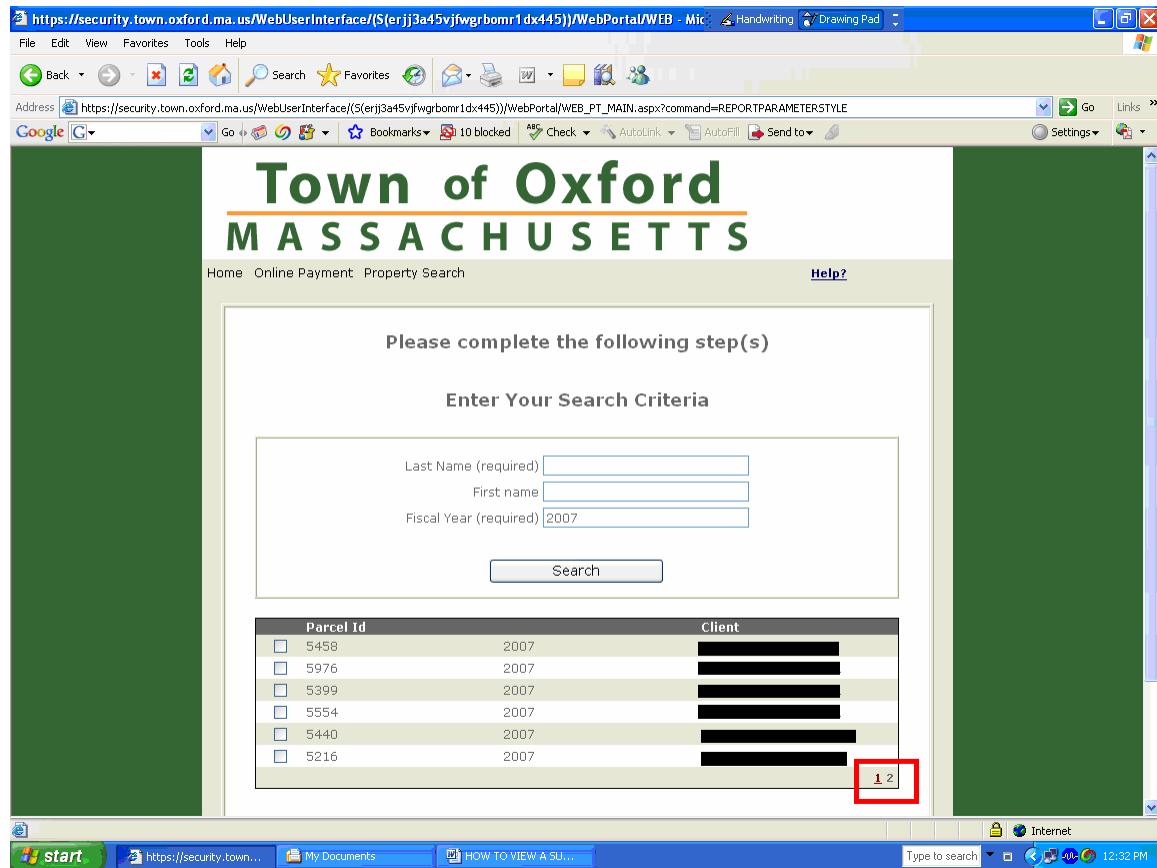
STEP 5: On the next page, you will see a similar page to the one you just viewed; however, there will be a box (below the search button) that has a parcel Id number, a year, and a name. Please click the box next to the **Parcel Id number, year, and name** that you want to view. This box can be found on the left underneath the word **Select**.



The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** https://security.town.oxford.ma.us/WebUserInterface/(S(erjj3a45vjfwgrbomr1dx445))/WebPortal/WEB - Microsoft Internet Explorer
- Address Bar:** https://security.town.oxford.ma.us/WebUserInterface/(S(erjj3a45vjfwgrbomr1dx445))/WebPortal/WEB_PT_MAIN.aspx?command=REPORTPARAMETERSTYLE
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Print, Mail, Help, Handwriting, Drawing Pad.
- Search Bar:** Google
- Form Content:** Enter Your Search Criteria
Last Name (required) [Input Field]
First name [Input Field]
Fiscal Year (required) [Input Field] 2007
Search [Button]
Select Parcel Id [Table]
Client [Table]
The table lists 15 entries, each with a checkbox in the 'Select' column and a 'Parcel Id' and 'Client' column. The 5421 entry has a checked checkbox and is highlighted with a red border.
- Buttons:** Previous Step, To Continue
- Taskbar:** Done, Start, https://security.town..., My Documents, HOW TO VIEW A SU..., Type to search, Internet, 12:28 PM

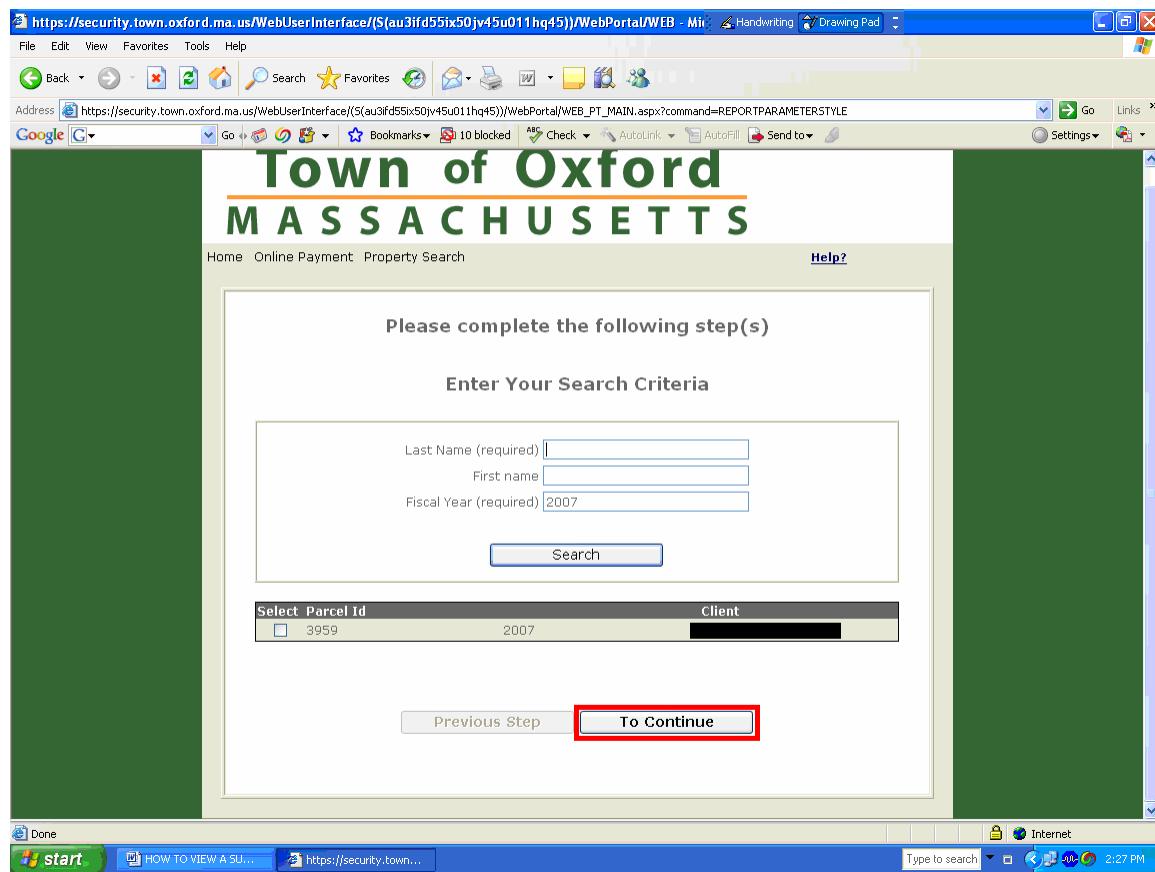
If your name is not listed on this page you must click the number 2 located in the lower right hand corner of the directory. This will bring you to the second page containing more name listings.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "https://security.town.oxford.ma.us/WebUserInterface/(S(erjj3a45vjfwgrbomr1dx445))/WebPortal/WEB - Microsoft Internet Explorer". The address bar shows the same URL. The page content is for the "Town of Oxford MASSACHUSETTS". It has a search form with fields for Last Name, First Name, and Fiscal Year, and a "Search" button. Below the form is a table of parcel data. The table has columns for "Parcel Id" and "Client". The "Client" column contains several blacked-out entries. In the bottom right corner of the table, there is a red rectangular box around the page number "1 2".

Parcel Id	Client
5458	[REDACTED]
5976	[REDACTED]
5399	[REDACTED]
5554	[REDACTED]
5440	[REDACTED]
5216	[REDACTED]

Once you have selected the property with the desired name, year, and Parcel Id, please click the **To Continue** button located on the bottom of the screen.



STEP 6: The next page will have the following:

The report you requested requires further information.

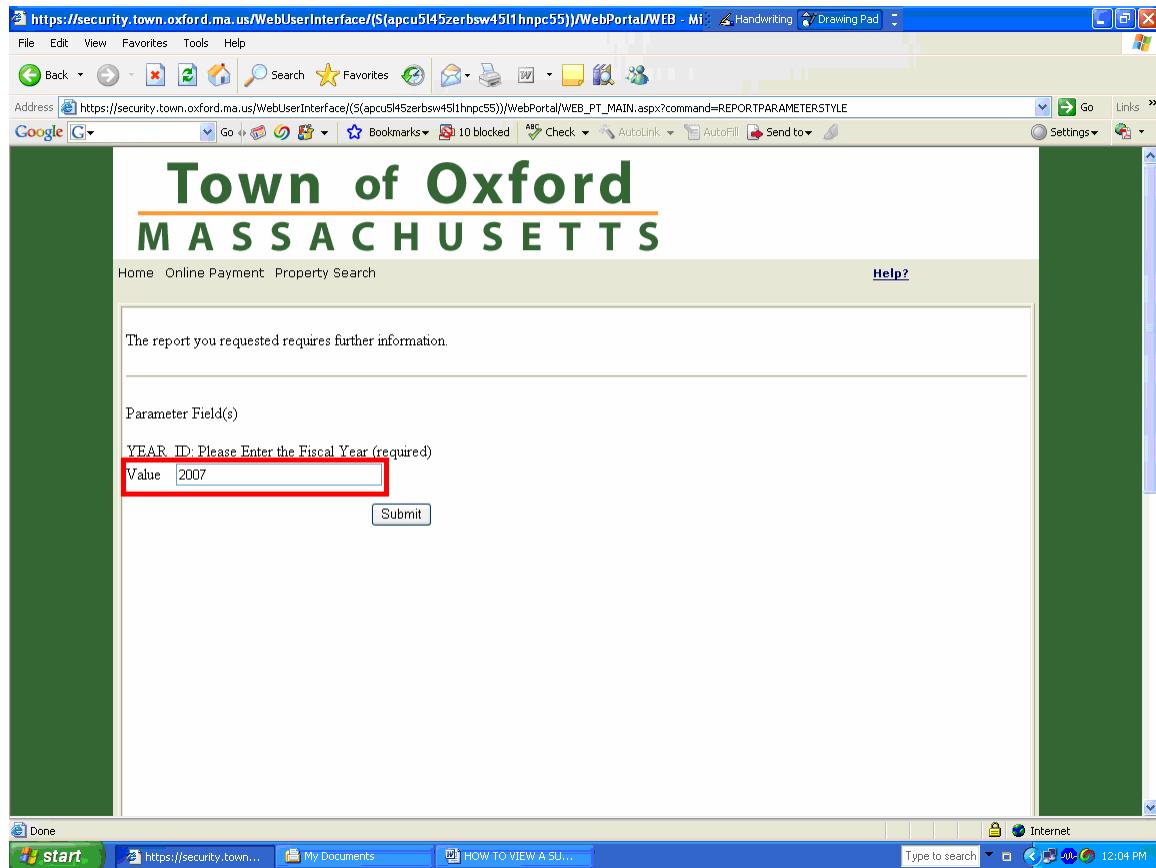
Parameter Field(s)

YEAR_ID Please Enter the Fiscal Year (required)

Value

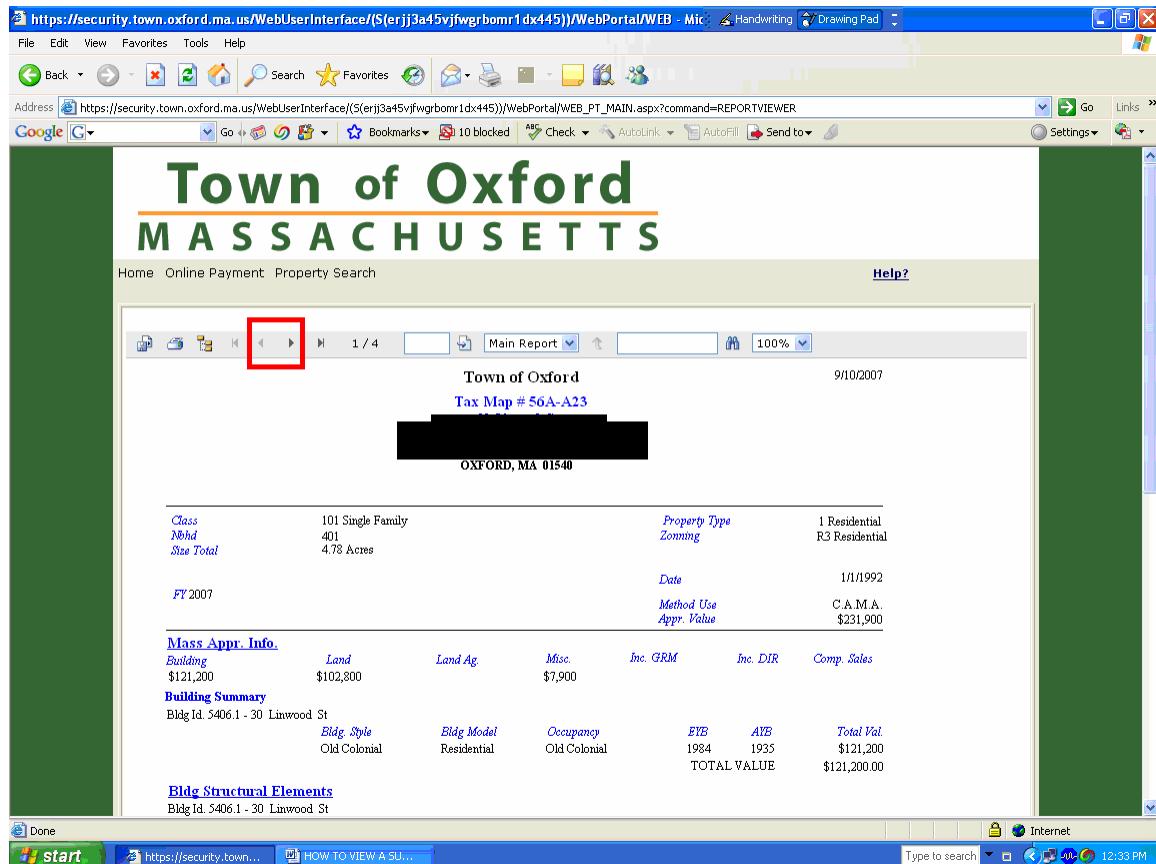
In the box next to the word **Value**, again enter the fiscal year you wish to view.

Example: 2007



Then click **Submit** to view your Summary Records Card.

The SUMMARY RECORDS CARD also contains your tax information. You may wish to view this information; however, it may be located on a different page than the first page. To change pages of the SUMMARY RECORDS CARD simply click the arrow to the left or right (depending on which page you wish to view).

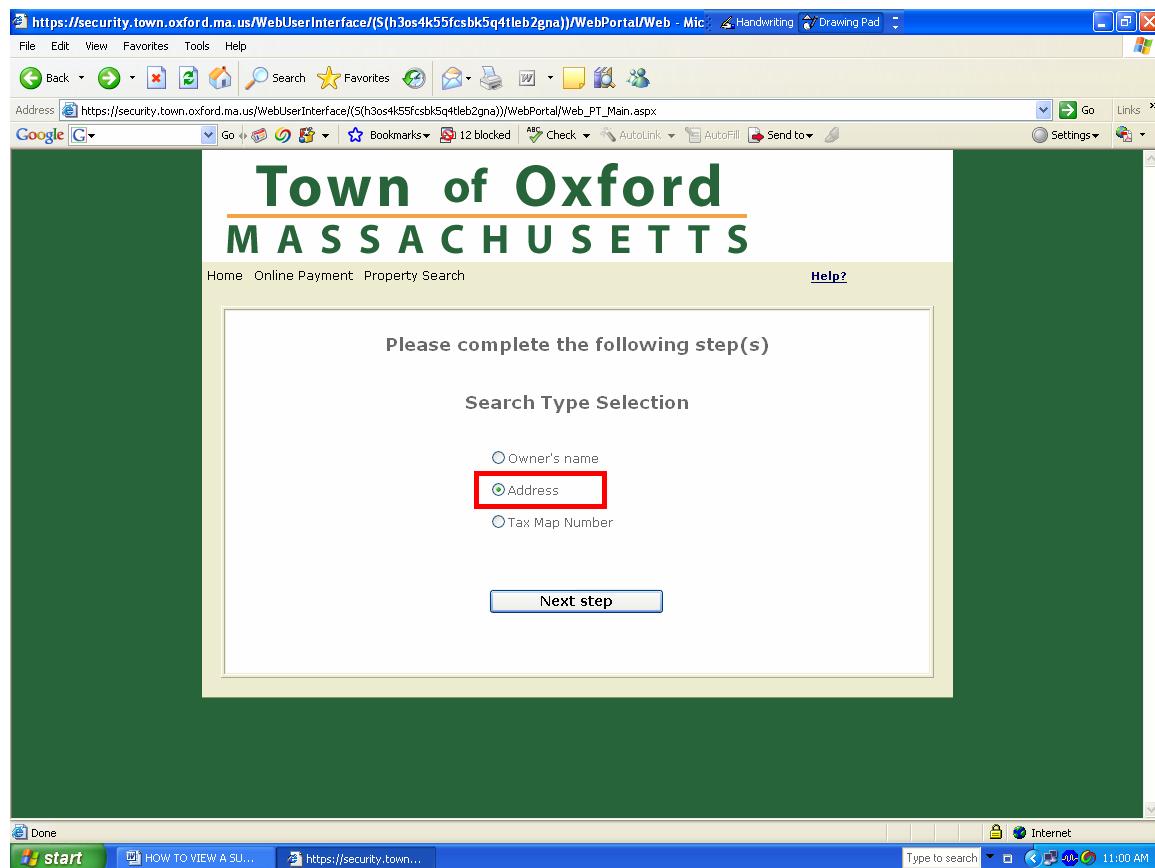


The screenshot shows a Microsoft Internet Explorer browser window displaying a property tax summary report. The title of the page is "Town of Oxford MASSACHUSETTS". The report includes the following information:

Class	101 Single Family	Property Type	1 Residential			
Resd	401	Zoning	R3 Residential			
Size Total	4.78 Acres					
FY 2007		Date	1/1/1992			
		Method Use	C A M A.			
		Appr. Value	\$231,900			
Mass Appr. Info.						
<i>Building</i>	<i>Land</i>	<i>Land Ag.</i>	<i>Misc.</i>	<i>Inc. GRM</i>	<i>Inc. DIR</i>	<i>Comp. Sales</i>
\$121,200	\$102,800		\$7,900			
Building Summary						
Bldg Id: 5406.1 - 30 Linwood St						
<i>Bldg. Style</i>	<i>Bldg Model</i>	<i>Occupancy</i>	<i>YEB</i>	<i>ATB</i>	<i>Total Val.</i>	
Old Colonial	Residential	Old Colonial	1984	1935	\$121,200	
TOTAL VALUE \$121,200.00						
Bldg Structural Elements						
Bldg Id: 5406.1 - 30 Linwood St						

PART B: SEARCHING BY ADDRESS

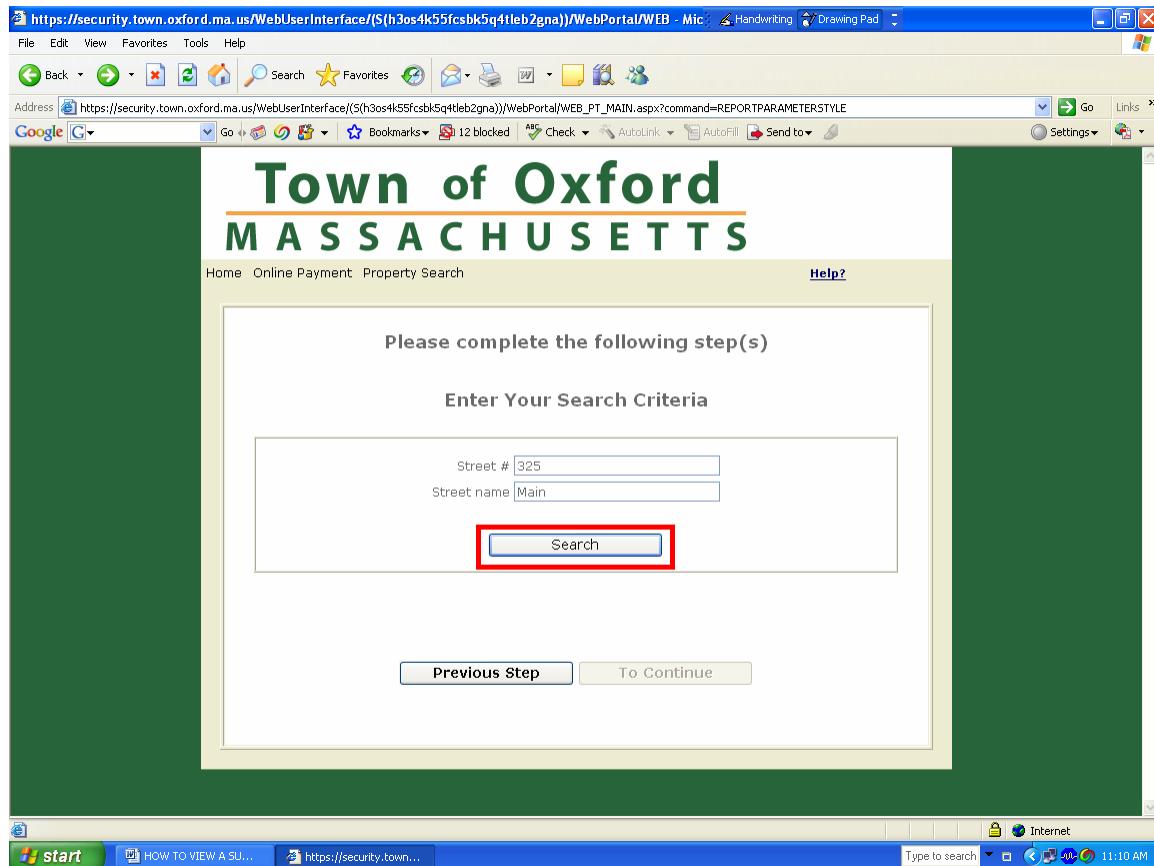
FROM STEP 3 SELECT ADDRESS then click Next Step.



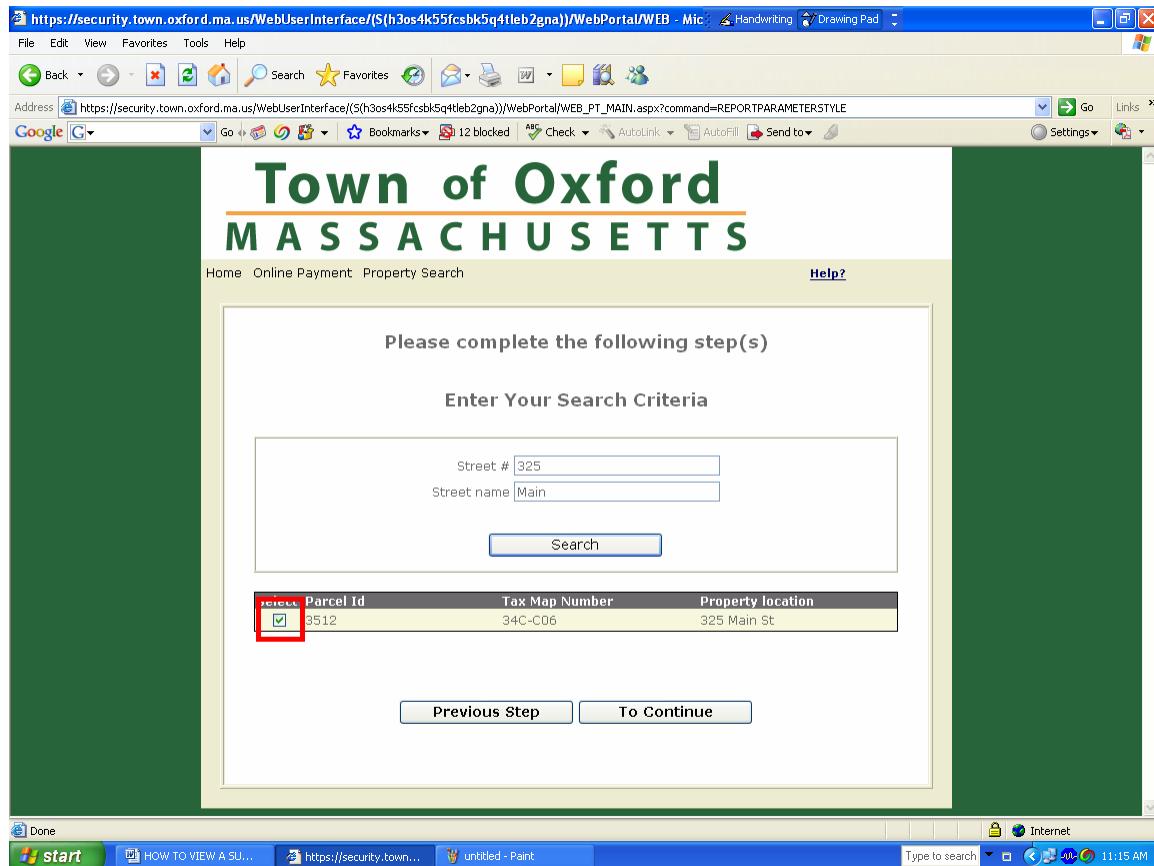
STEP 4: SEARCHING BY ADDRESS

On the next page there will be two boxes labeled **Street #** and **Street Name**.

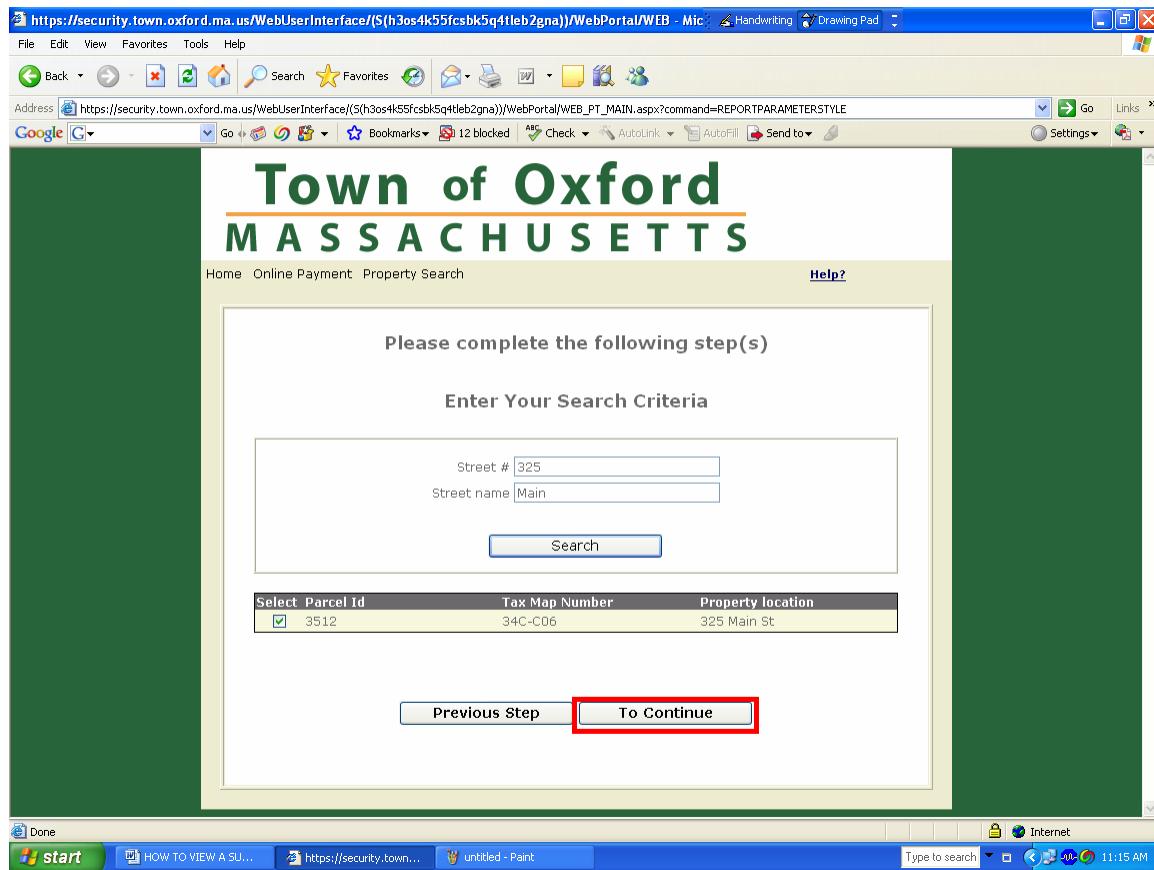
Please enter the house number and the street name in the corresponding boxes. When this is completed please click the **Search** button located beneath the two boxes. **Note: Do not enter the abbreviations or words for street, road, blvd, etc. as this is not needed in the search and will not allow you to search the database properly.**



STEP 5: On the next page, you will see a similar page to the one you just viewed; however, there will be a box (below the search button) that has a parcel Id number, a year, and a name. Please click the box next to the **Parcel Id number, year, and name** that you want to view. This box can be found on the left underneath the word **Select**.



Once you have selected the property with the desired name, year, and Parcel Id, please click the **To Continue** button located on the bottom of the screen.



STEP 6: The next page will have the following:

The report you requested requires further information.

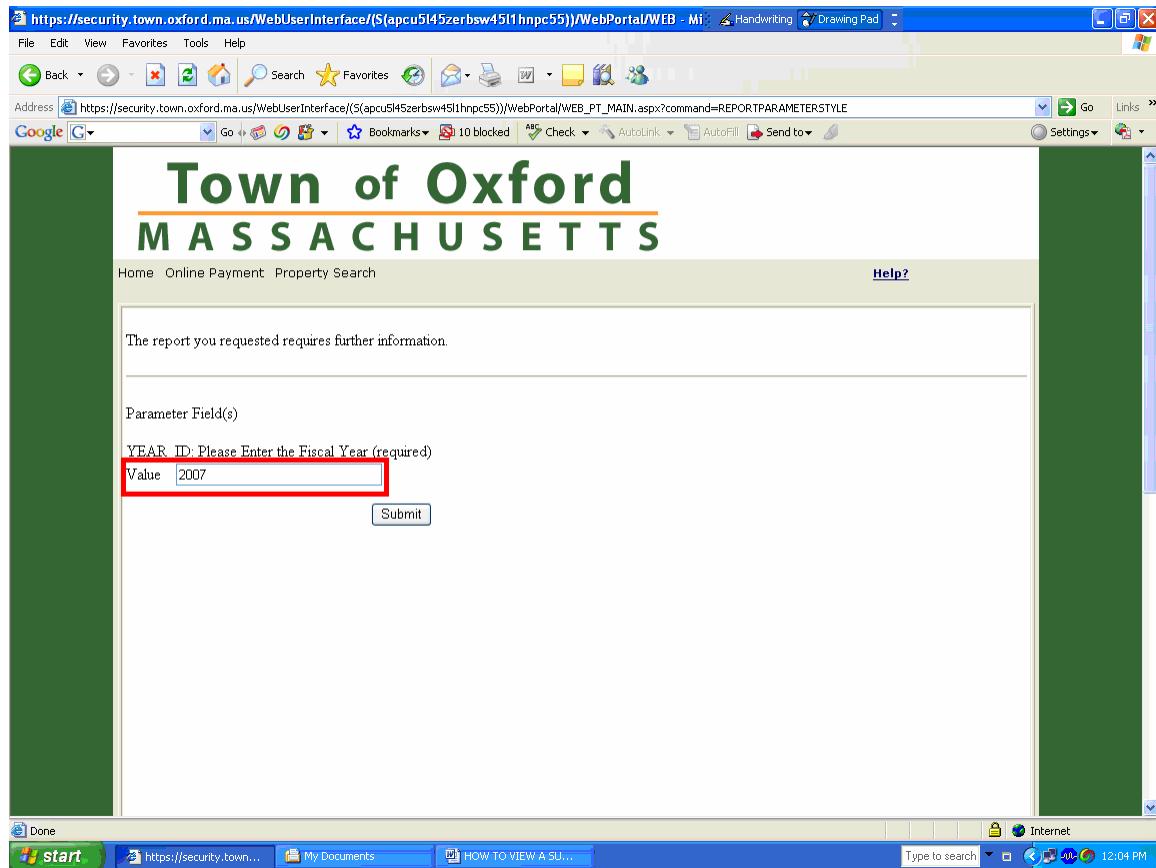
Parameter Field(s)

YEAR_ID Please Enter the Fiscal Year (required)

Value

In the box next to the word **Value**, again enter the fiscal year you wish to view.

Example: 2007



Then click **Submit** to view your Summary Records Card.

The SUMMARY RECORDS CARD also contains your tax information. You may wish to view this information; however, it may be located on a different page than the first page. To change pages of the SUMMARY RECORDS CARD simply click the arrow to the left or right (depending on which page you wish to view).

**Town of Oxford
MASSACHUSETTS**

Home Online Payment Property Search [Help?](#)

Town of Oxford 9/12/2007

Tax Map # 34C-C06
325 Main St
TOWN OF OXFORD Since September 1999
325 MAIN St
OXFORD, MA 01540

Class	903 Municipalities	Property Type	9 Wholly Exempt
Abld	Commercial Average	Zoning	CB Central Business
Size Total	0.38 Acres		
<i>FY 2007</i>		<i>Date</i>	1/1/1992
		<i>Method Use</i>	C A M A.
		<i>Appr. Value</i>	\$829,800

Mass Appr. Info.

Building	Land	Land Ag.	Misc.	Inc. GRM	Inc. DIR	Comp. Sales
\$681,300	\$111,900		\$36,600			

Building Summary

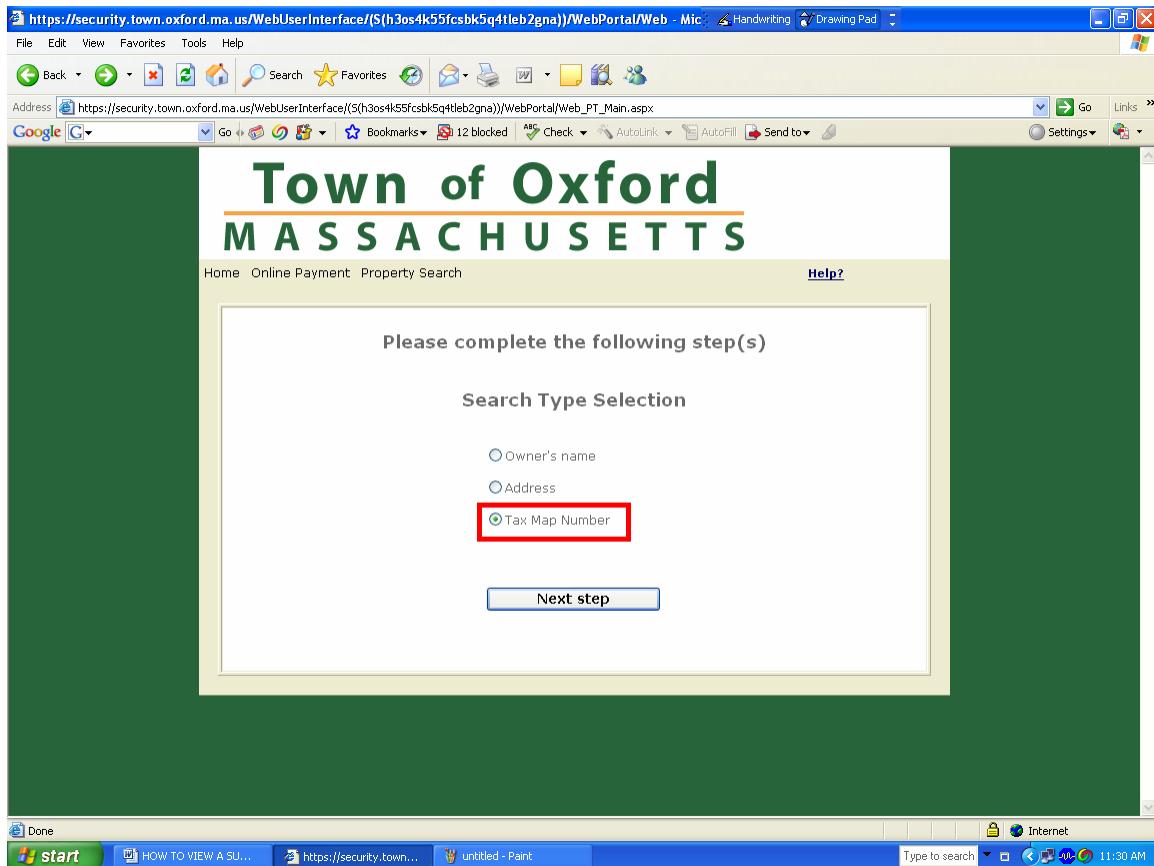
Bldg Id: 3512.1 - 325 Main St	Bldg Style	Bldg Model	Occupancy	EVB	AIB	Total Val.
	City/town Hall	Commercial	City/town Hall	1980	1882	\$681,300
				TOTAL VALUE		\$681,300.00

Bldg Structural Elements

Bldg Id: 3512.1 - 325 Main St

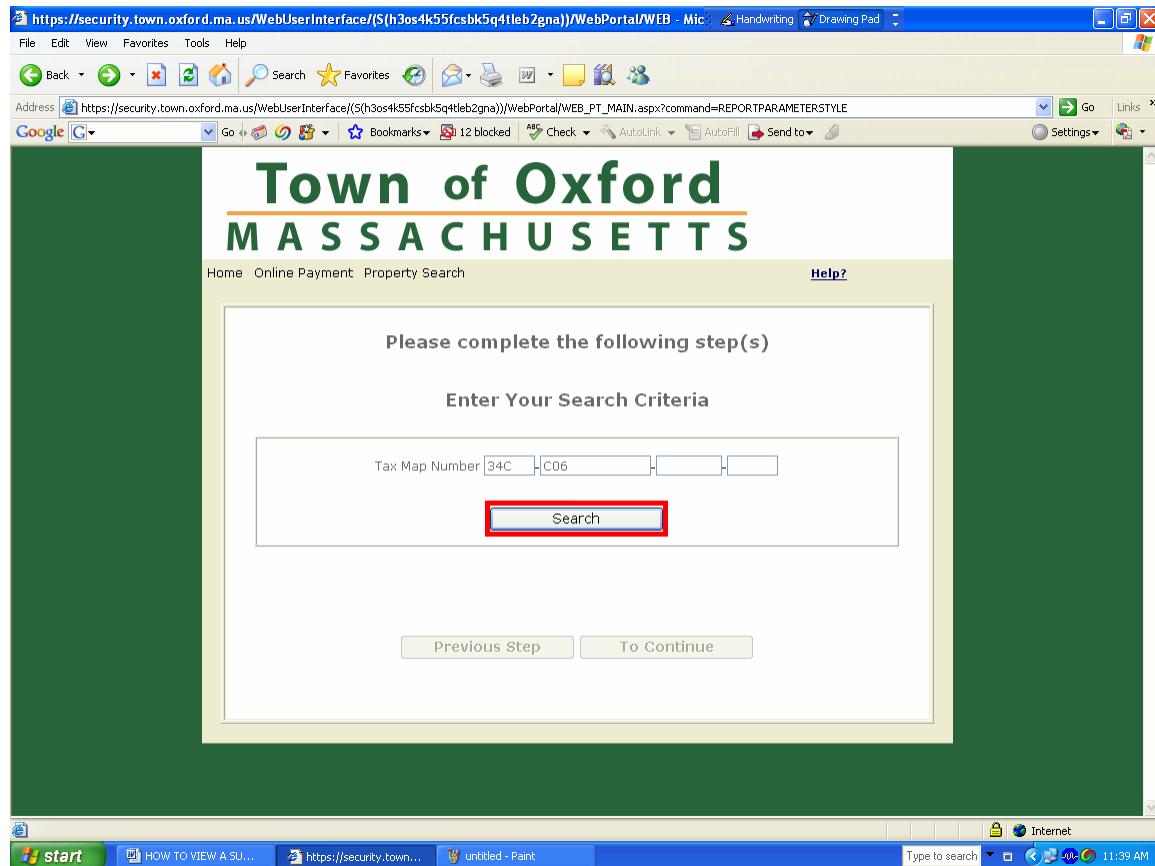
PART C: SEARCHING BY TAX MAP IDENTIFICATION

FROM STEP 3 SELECT **TAX MAP NUMBER** then click **Next Step**.

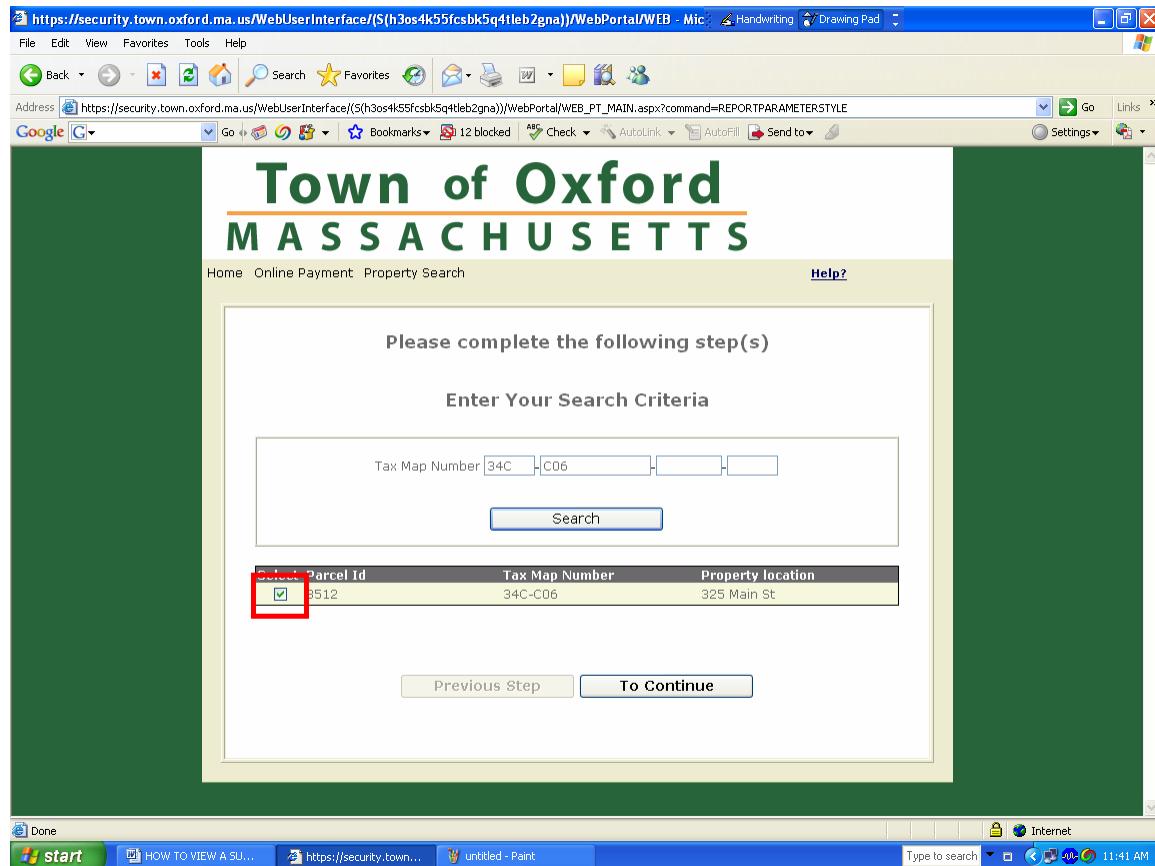


STEP 4: SEARCHING BY TAX MAP NUMBER

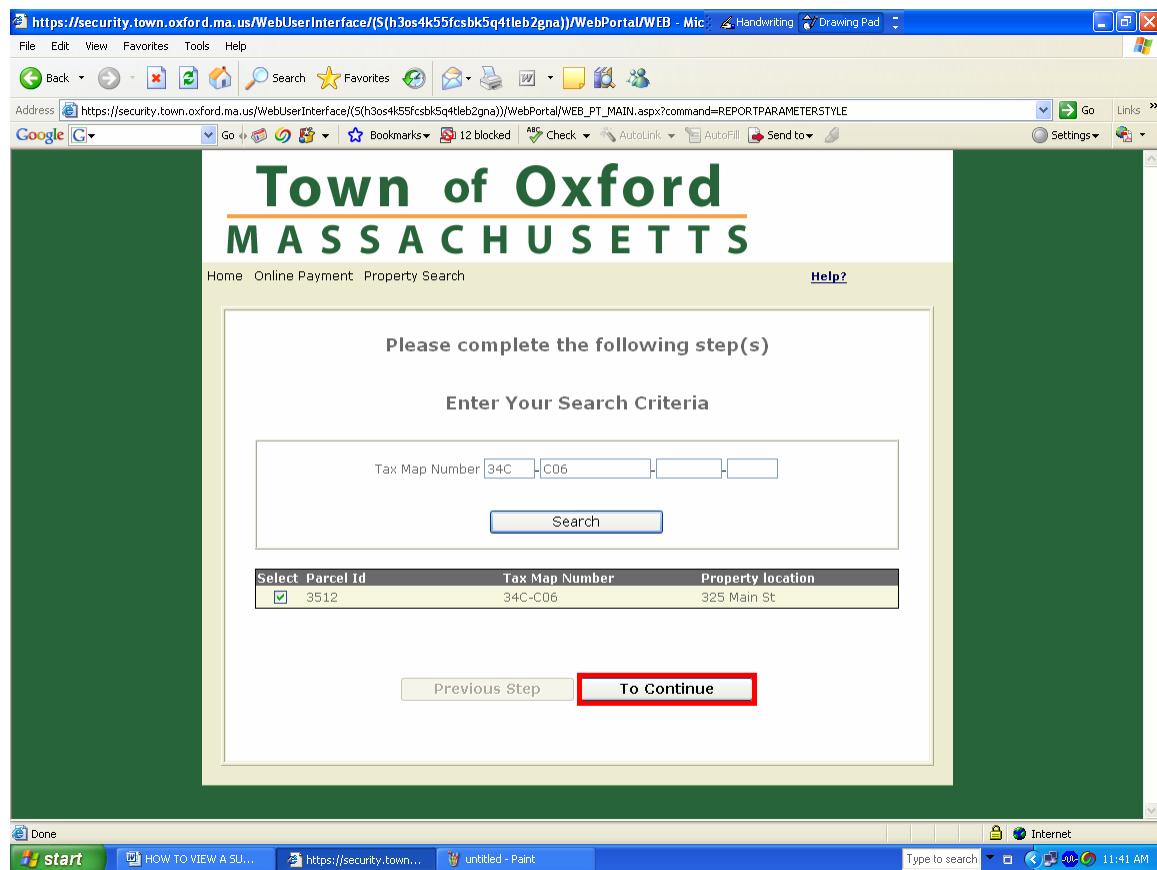
On the next page there will be a box labeled TAX MAP NUMBER. Please enter the Tax Map Identification Number in the corresponding box and click **Search**.



STEP 5: On the next page, you will see a similar page to the one you just viewed; however, there will be a box (below the search button) that has a parcel Id number, a year, and a name. Please click the box next to the **Parcel Id number, year, and name** that you want to view. This box can be found on the left underneath the word **Select**.



Once you have selected the property with the desired name, year, and Parcel Id, please click the **To Continue** button located on the bottom of the screen.



STEP 6: The next page will have the following:

The report you requested requires further information.

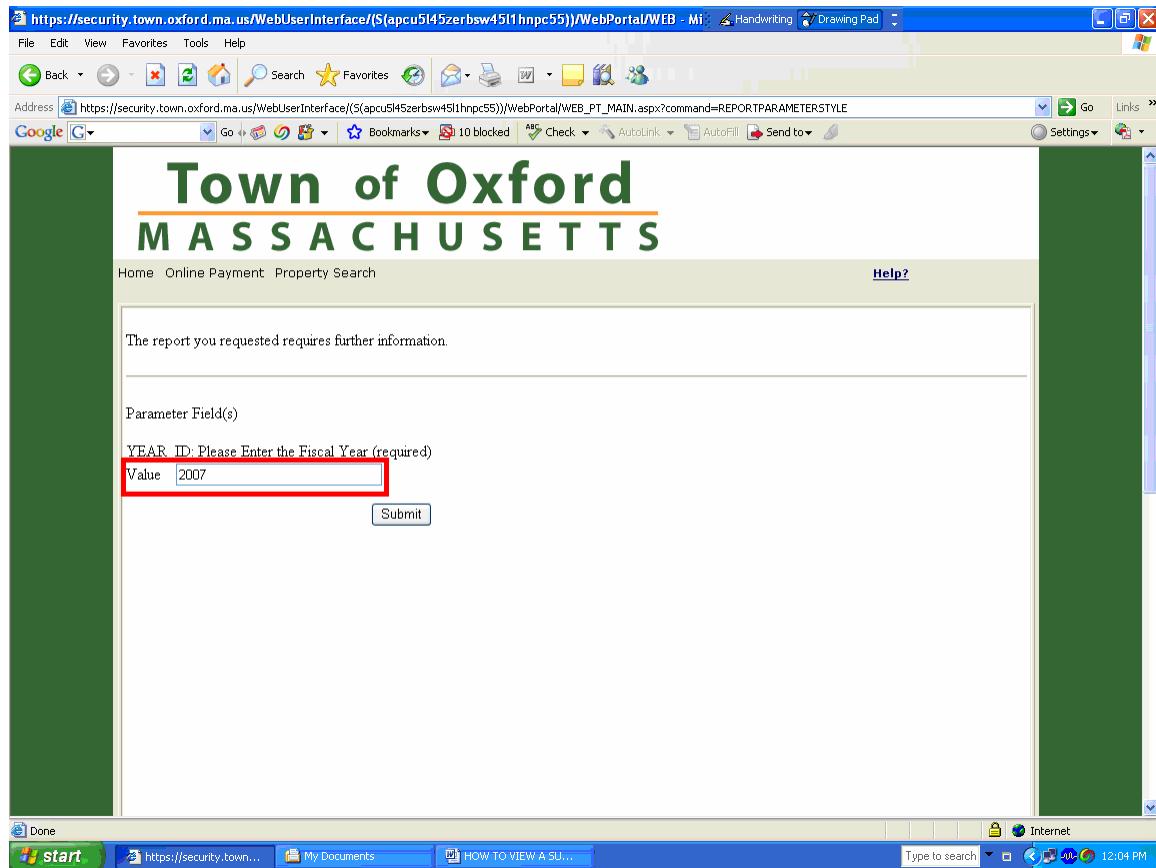
Parameter Field(s)

YEAR_ID Please Enter the Fiscal Year (required)

Value

In the box next to the word **Value**, again enter the fiscal year you wish to view.

Example: 2007



Then click **Submit** to view your Summary Records Card.

The SUMMARY RECORDS CARD also contains your tax information. You may wish to view this information; however, it may be located on a different page than the first page. To change pages of the SUMMARY RECORDS CARD simply click the arrow to the left or right (depending on which page you wish to view).

**Town of Oxford
MASSACHUSETTS**

Home Online Payment Property Search [Help?](#)

Town of Oxford 9/12/2007

Tax Map # 34C-C06
325 Main St
TOWN OF OXFORD Since September 1999
325 MAIN St
OXFORD, MA 01540

Class	903 Municipalities	Property Type	9 Wholly Exempt
Abld	Commercial Average	Zoning	CB Central Business
Size Total	0.38 Acres		
<i>FY 2007</i>		<i>Date</i>	1/1/1992
		<i>Method Use</i>	C A M A.
		<i>Appr. Value</i>	\$829,800

Mass Appr. Info.

Building	Land	Land Ag.	Misc.	Inc. GRM	Inc. DIR	Comp. Sales
\$681,300	\$111,900		\$36,600			

Building Summary

Bldg Id:	3512.1 - 325 Main St	Bldg Style	Bldg Model	Occupancy	EVB	AIB	Total Val.
		City/town Hall	Commercial	City/town Hall	1980	1882	\$681,300
					TOTAL VALUE		\$681,300.00

Bldg Structural Elements

Bldg Id:	3512.1 - 325 Main St
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