

Property Ownership Documentation

WHAT WE NEED: Property Title or Deed with...

- Organization name that matches SAM.gov Organization Name **and**
- Street Address that matches building address

If Street Address isn't on title/deed:

- Include a PDF of the local state or county Property Search database (typically a County assessor or recorder property search or GIS tool)
- Make sure the tool notes the property owner, and that the owner name matches the SAM.gov name)
- Make sure the property legal description on the title/deed matches the legal description in the property search tool.
- If you can't find a state/county database with property ownership information, provide any other documentation to show ownership and we will confirm and possibly run by our General Counsel.

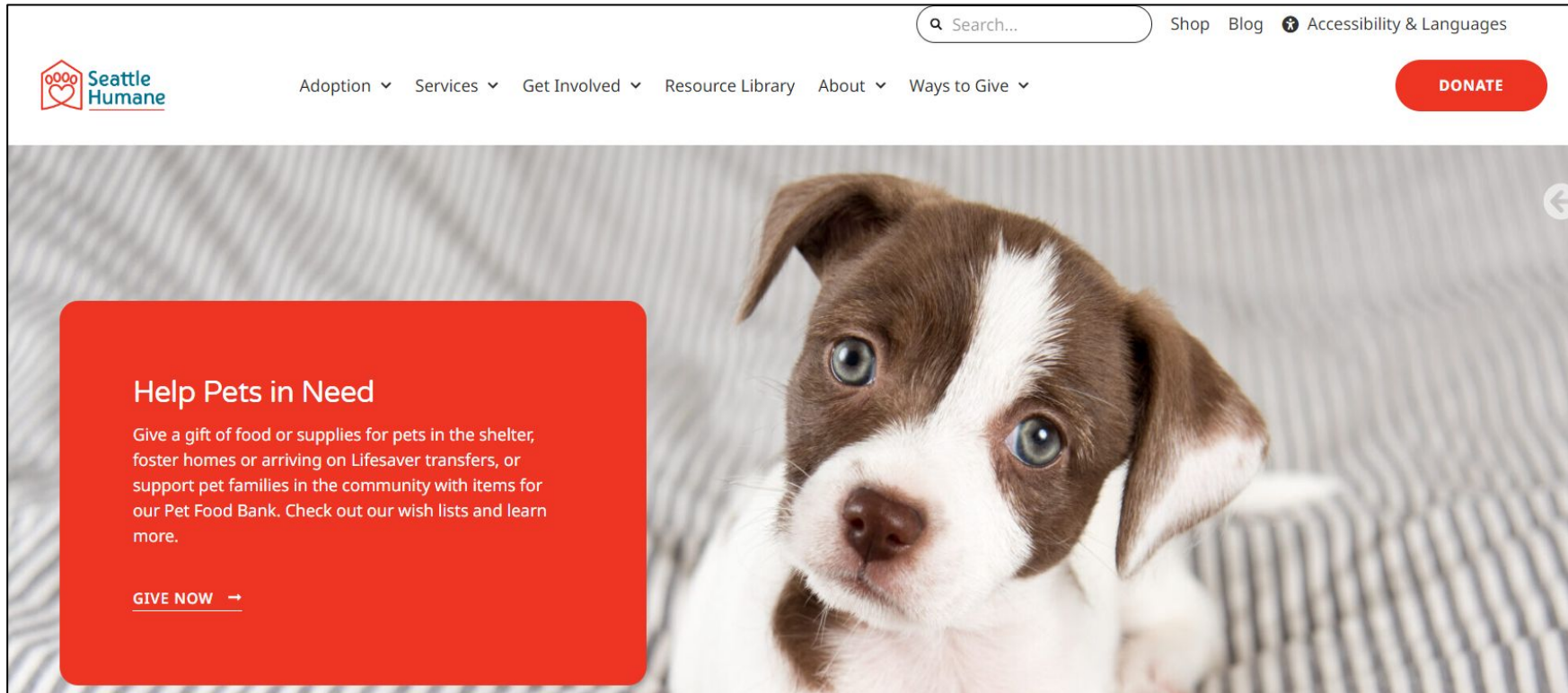
If the Organization Name doesn't match:

- Provide official documents that show the connection between the Property Owner Org Name and the SAM.gov name (i.e. a name change filing with the state).

Note: These are recommendations to support the property ownership review process. Individual property ownership reviews may require additional review and/or steps with DOE.

Example

Seattle Humane
13212 SE Eastgate Way
Bellevue, WA 98005
King County, WA



Find the County Property Search Site

- Do a search for the "County" and "Real Property Search."
- **Look for a county government result** (typically Assessor website)
- Alternatively, navigate over to the local county's website directly to find the assessor webpage.

The screenshot shows a Bing search results page for the query "king county real property search". The search bar at the top contains the query and a "Deep search" button. Below the search bar, there are navigation tabs for "SEARCH", "COPILOT", "IMAGES", "VIDEOS", "MAPS", "NEWS", "SHOPPING", "MORE", and "TOOLS". The search results are displayed in a list format. The first result is from King County, with the URL "https://kingcounty.gov > en > dept > assessor > buildings...". The title is "Look up property information - King County, Washington". The description says "Use King County's tools for looking up property information. Search by property tax account or parcel number. Receive your property valuation notice electronically via email. Search by ...". There are two sub-links: "eSales" (Through eSales Search you will able to search for sold properties within King ...) and "King County Assessor" (You can also find information on your property's value, details and data on our ...). The second result is also from King County, with the URL "https://kingcounty.gov > ... > records-search". The title is "Online records search - King County, Washington". The description says "Our Landmark Records Search system allows you to search by name, document type, book and page number, consideration (selling price), parcel ID, recording date, recording number, legal ...". The third result is from "kingcounty.gov" with the URL "https://gismaps.kingcounty.gov". The title is "Parcel Viewer - King County, Washington". The description says "search for parcels by parcel number, address or condo name; zoom in far enough to see parcel boundaries, then single click on a parcel to get summary information and links to complete info ; activate the 'select parcels' mode to ...". On the right side of the search results, there is a "Related searches" section with a list of suggestions: "king county find property owner", "kings county property title search", "king county property lookup", "kings county property tax lookup", "king county property search records", "king county property boundary maps", "king county parcel viewer by address", and "king county public records search".

Navigate to Local Government's Property Search

NOTE: This will likely look different for each county and/or state

[HOME](#) / [KING COUNTY ASSESSOR](#) / [LOOK UP PROPERTY INFORMATION](#)

Look up property information

Use King County's tools for looking up property information.

Related tasks

[eReal Property](#)

Search by property tax account or parcel number.

[Go paperless with eValuations](#)

Receive your property valuation notice electronically via email.

[eSales](#)

Search by residential or commercial property type.

[Download assessments data](#)

Request copies of the public records of the Assessor's property information files.

Submit Address Information

Many of these sites allow you to search by address, organization name, or parcel number

[ADVERTISEMENT](#)

eReal Property

Search by Address

Enter the parcel's address, then click Search. For the address field, enter the house/building number and street name including the street direction (E, W, N, S, NE, SE, NW, SW), prefix or suffix (St, Ave, Blvd, etc.). A list of potential matches will be displayed.

Address City Zip
(e.g. 500 4th ave)

Search by Parcel Number

Enter a 10-digit parcel number (without hyphen/spaces), then click Search.

Parcel Number
(e.g. 0942000920)

Search by Property Name

Enter a property name or a complex name.

Property Name

No match found for property name seattle humane society.

Review the Parcel information

- Confirm legal description matches the Title/Deed legal description
- Confirm organization name matches SAM.gov (note in this example we'd want to make sure that Seattle Humane's organization name is "Humane Society" on Sam.gov)
- **Save a PDF of the document showing the local government website of your search.**
- Note: some local governments require a registration to get this information, and/or may charge for this information. We aren't requesting you do that.

PARCEL	
Parcel Number	102405-9033
Name	HUMANE SOCIETY
Site Address	13212 SE EASTGATE WAY
Legal	POR OF NW 1/4 OF SW 1/4 LY NLY OF THAT POR AS CONVEYED TO CITY OF BELLEVUE BY DEED REC #7908020742 & LY WLY OF FOLG DESC LN - BEG AT WEST QUARTER COR OF SD SEC 10 TH S 01-26-03 W ALG W LN OF SW 1/4 30 FT TO SLY MGN OF SE 32ND ST TH S 88-33-04 E ALG SD SLY MGN 425.97 FT TO TPOB OF DESC LN TH S 01-26-03 W 446.72 FT TO NLY MGN OF EASTGATE WAY & TERMINUS OF DESC LN LESS POR CONVEYED BY STATE OF WASHINGTON BY REAL ESTATE CONTRACT REC #8201150395 LESS POR FOR SE 32ND ST -- AKA LOT 1 CITY OF BELLEVUE BLA 88-6830 REC #8811039001

BUILDING	
Year Built	2017
Building Net Square Footage	61375
Construction Class	WOOD FRAME
Building Quality	AVERAGE/GOOD
Lot Size	164509
Present Use	Vet/Animal Control Srvc
Views	No
Waterfront	