Navigate to the Jefferson County ‘Citizen Access Portal’ [http://eringcapture.jccal.org/caportal/]

Click on the ‘Property Tax’ tab on the right hand side of the page. Click the ‘Address’ radio button. Enter the property’s house number and street name in the ‘ENTER PART OF THE ADDRESS’ search field at the top of the web page. Do not include street direction or street type (Ave., St., Rd. etc.) or unit information (if applicable). Leave the ‘Tax Year’ field set at the default ‘2016’ etc. Click the gray ‘Search’ button to the right of the search field.

If the property is found in the Jefferson County database, the ‘Search Results’ web page opens with summary information related to the property including ‘Owner Name’, ‘Address’, ‘Municipality’ and other property tax related information. Click on the blue underlined parcel number link in the upper left hand corner of the summary record to access detailed property characteristics and property tax information. The property is eligible for NeighborhoodLIFT financing.

If more than one record is associated with a property, scroll down the list to locate the specific summary record for the property, then click on the blue link in the ‘Parcel’ column to view the detailed property and tax information. If multiple pages of properties are returned, click the ‘Next>’ link at the top of the page to scroll through any additional pages. If the property cannot be found in the Jefferson County database, the message: ‘No records found’ will display below the search field. The property is NOT eligible for NeighborhoodLIFT financing.