

How to Find Your Property Card

Did you know that you can access a copy of your tax assessment property card online or request one from the Assessing Department? The property card provides you with information the town has gathered about your property over time that affects the value of your property (i.e., count of bedrooms/bathrooms, attic is not finished; shed is no longer there/was removed). Other information may include special features or notations about any improvements made to the existing structure.



Have you ever looked at your tax assessment property card?

If you haven't, you may want to review it. Occasionally, we hear from people that their property tax card has inaccurate information listed and requires further review or corrections. Your property card may not have any errors; however, you won't know that until you take a look at it.

As you review this card, note any discrepancies, and raise these issues with the Assessing Department. The Assessor will either make the correction and/or conduct a review of the property to ensure your assessment data reflects accurate information about your property.

Where can I find my property card?

You can easily find your tax assessment **Property Card** (a/k/a "**Field Card**") online. Enter some basic information and you will have your property card up in no time at all.

Step 1 – Go to the **Town of Scarborough** website (www.scarboroughmaine.org)

Step 2 – Find "**Assessing**" page under "**Departments**" at top of screen

Step 3 – Click on “**Vision Online Database**” under “**Popular Links**” on right side of page

Assessing

The Assessing Department is responsible for the annual valuation of all real and personal property in the Town of Scarborough. The Assessing Department maintains property information for approximately 10,000 real estate accounts and 1,000 business personal property accounts. This involves inspecting properties, updating tax maps, tracking ownership changes, and analyzing sales to estimate the current market value of all property. You can view your property information, and your current assessment, on the [Vision Online Assessing Database](#).

Fiscal Year 2022-2023 Information

- The mill rate is \$15.39 per \$1,000 of valuation for Fiscal Year 2023. The Fiscal Year runs from July 1, 2022 to June 30, 2023.
- Tax bills are due October 17, 2022 (4.0%) and March 15, 2023 (interest rate 4.0%)
- Assessments are as of April 1, 2022 and were committed on August 25, 2022. The current assessment ratio for Scarborough is certified at 100%.
- [2022-2023 Assessor's Report to the Town Council](#) (PDF)
- [Tax Commitment Report - Fiscal Year 2023](#) (PDF)

POPULAR LINKS

[View Property Tax Bill >](#)

[Vision Online Database >](#)

[Access Registry of Deeds >](#)

[Learn About Tax Relief >](#)

Step 4 – You will be brought to another screen. Click the blue button titled “**Enter Online Database**”

Scarborough, ME




Welcome

[Enter Online Database](#)

You may be prompted to install Silverlight (a free product from Microsoft) after you enter. Follow all the prompts to run the plug-in installer. In some cases, you may need to refresh or restart your browser. If you have any questions please call Vision customer support at 800-628-1013 x2.

Step 5 – Type in your address where it says “**Property Lookup**” in the “Search” field. Once you begin typing in your address it will present your address in a drop down for you to select.

Scarborough, ME

[Search](#) [Street Listing](#) [Sales Search](#) [Back](#) [Home](#)

Property Lookup

Search:

Address ▼

Q Search

Enter an Address

Step 6 – Your **Summary Tax Record** will appear.

*****PLEASE NOTE***: THIS IS NOT YOUR FIELD CARD** and may not provide you with the level of detail you need to help you understand how your assessed value is calculated. The Summary Tax Record will indicate your assessment for the most recent Tax Commitment Year; however, many of the features of your property such as, rooms, sheds, pools etc. will not show you how your assessed value is calculated. It is recommended that you review your “**Field Card**” (a/k/a “**Property Card**”).

Step 7 – Your **Field Card** is obtained by clicking on the **Field Card** option in the upper right-hand corner of the Summary Tax Record which is highlighted in orange.

Scarborough, ME



[Search](#) [Street Listing](#) [Sales Search](#) [Back](#) [Home](#)

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You're in. You are now looking at your **Field Card (a/k/a "Property Card")** which details all the characteristics of your home which are critical to determining the assessed value of your home.

SAMPLE CARD

FRONT SIDE

The front side of the property card contains the following sections:

- 1** Current Owner information (Name, Address, City, State, Zip).
- 2** Exemptions table (Type, Amount, Description, Expiration Date).
- 3** Supplemental Data (Parcel Use, Assessed Value, etc.).
- 4** Appraised Value Summary (Assessed, Market, and Special values).
- 5** Total Appraised Parcel Value.
- 6** Visit/Change History table (Date, Description, Assessor).
- 7** Field Review information (Date, Reviewer, Reason).
- 8** Land Use Valuation Section table (Use Code, Description, Zone, Land Units, etc.).

BACK SIDE

The back side of the property card contains the following sections:

- 9** Construction Detail table (Name, Code, Description, Material, etc.).
- 10** Cost/Market Valuation table (Interior Floor 1, Exterior Wall 1, etc.).
- 11** Building Sub-Area Summary table (Sub Area, Description, Area, etc.).
- 12** Photos of the property.
- 13** Additional construction details and notes.

What is listed on my property card?

There is a lot of information listed on your property card. We won't list them all out, but here are the items most people are interested in seeing:

- Current Owner/Record of Ownership
- Exemptions
- Current Assessment
- Appraised Value Summary
- Visit/Change History
- Construction Detail
- Building Sub-Area Summary

How do I interpret my property card?

At first glance, the real estate assessment **Property Card (a/k/a “Field Card”)** can be intimidating. There is a wealth of information that can be difficult to decipher for someone who does not work in real estate. However, we have designed an improved visual [“How to Interpret Your Property Card”](#) guide to educate those who wish to understand the layout and content of the Town of Scarborough Property Card. When you locate your property card, you should review it carefully.

*How to
Interpret Your
Property Card:
A Visual Guide*

Why should I check my property card?

If your property card lists inaccurate data, it may cause your property to be assessed at an incorrect amount. That may mean you could be paying more in property taxes than you should. We know this information can be overwhelming and at times difficult to absorb but it is necessary for you to have complete transparency of information in order to ensure the assessed value of your home and property is accurate.

Check out your property card today to ensure the information is accurate. You can also compare your assessment to your tax bill and other properties in your neighborhood. If you believe any of the information on your Property Card is inaccurate, you should report these errors to the Assessing Department as soon as possible either by writing, emailing Nick Cloutier, Assessor, at (ncloutier@scarboroughmaine.org) or calling (207) 730-4060.

Our mailing address is:

Town of Scarborough
P.O. Box 360
Scarborough, ME 04070

Remember, the Assessing Department is here to serve you and is always willing to respond to any and all of your questions regarding your tax assessment and the assessing process.