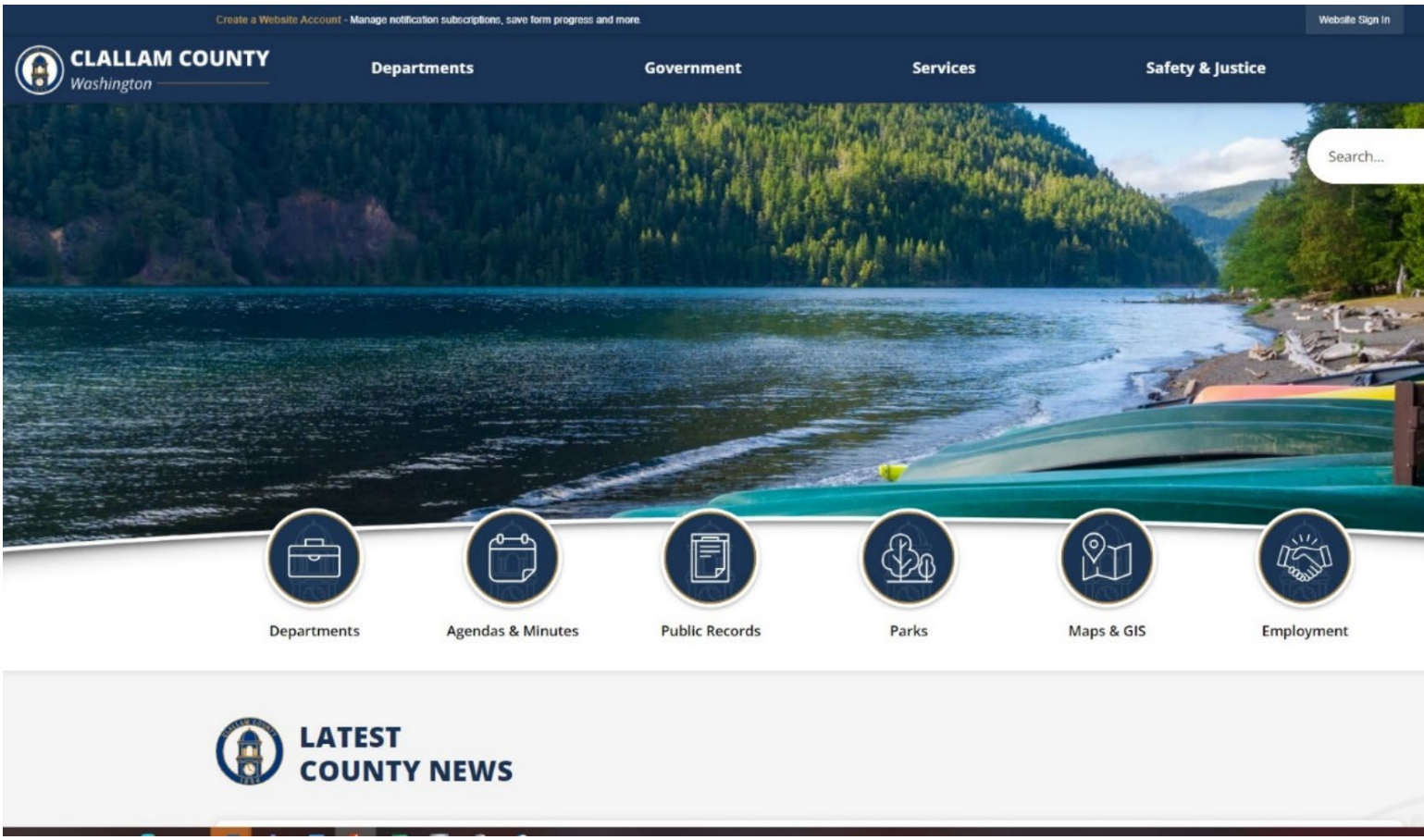
CITY OF SEQUIM

DEPARTMENT OF COMMUNITY DEVELOPMENT
152 W. Cedar Street, Sequim, WA 98382

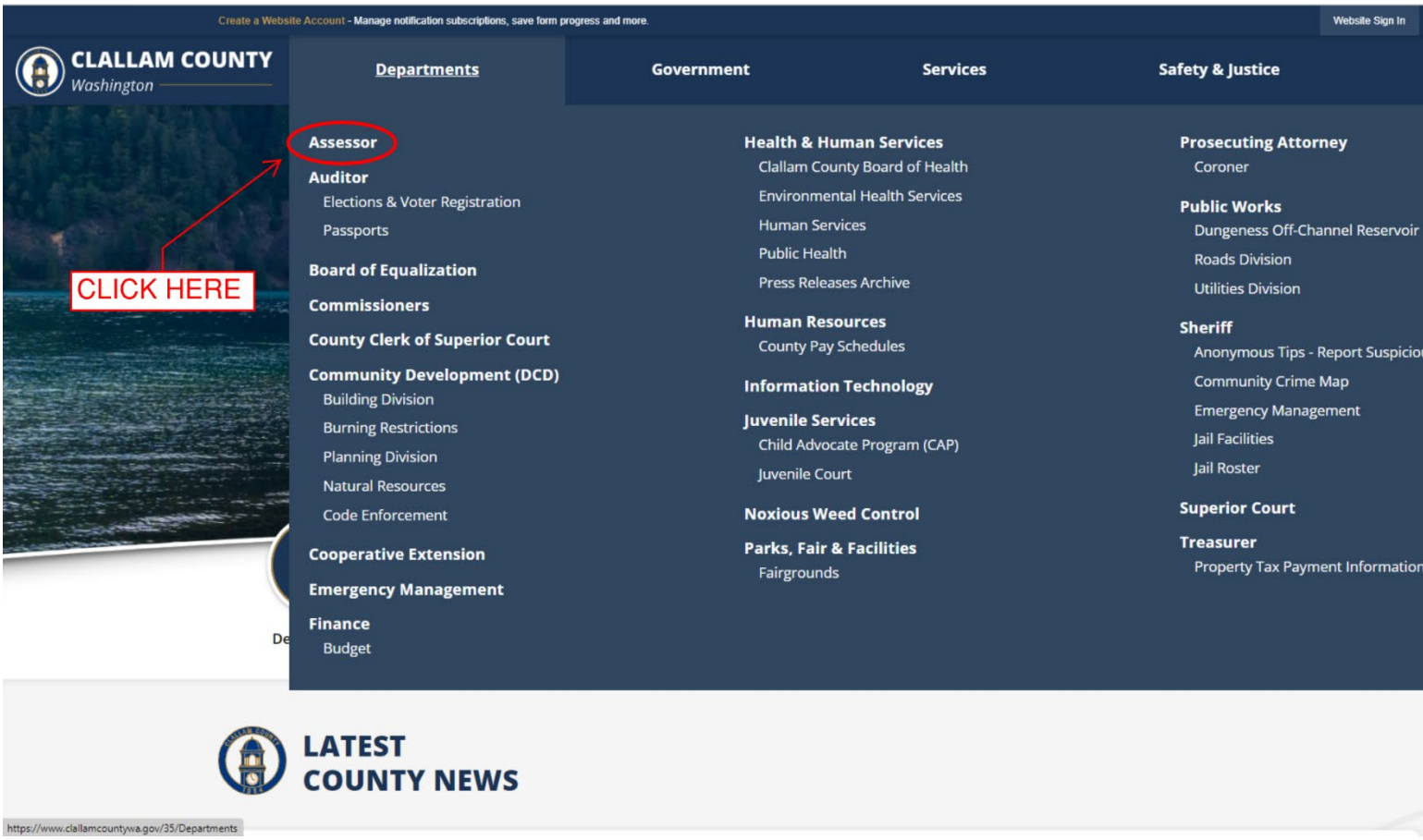
How to find Property Records in Sequim

Detailed below is a step-by-step process to guide applicants to this information in the Clallam County Address/Parcel Search Program.

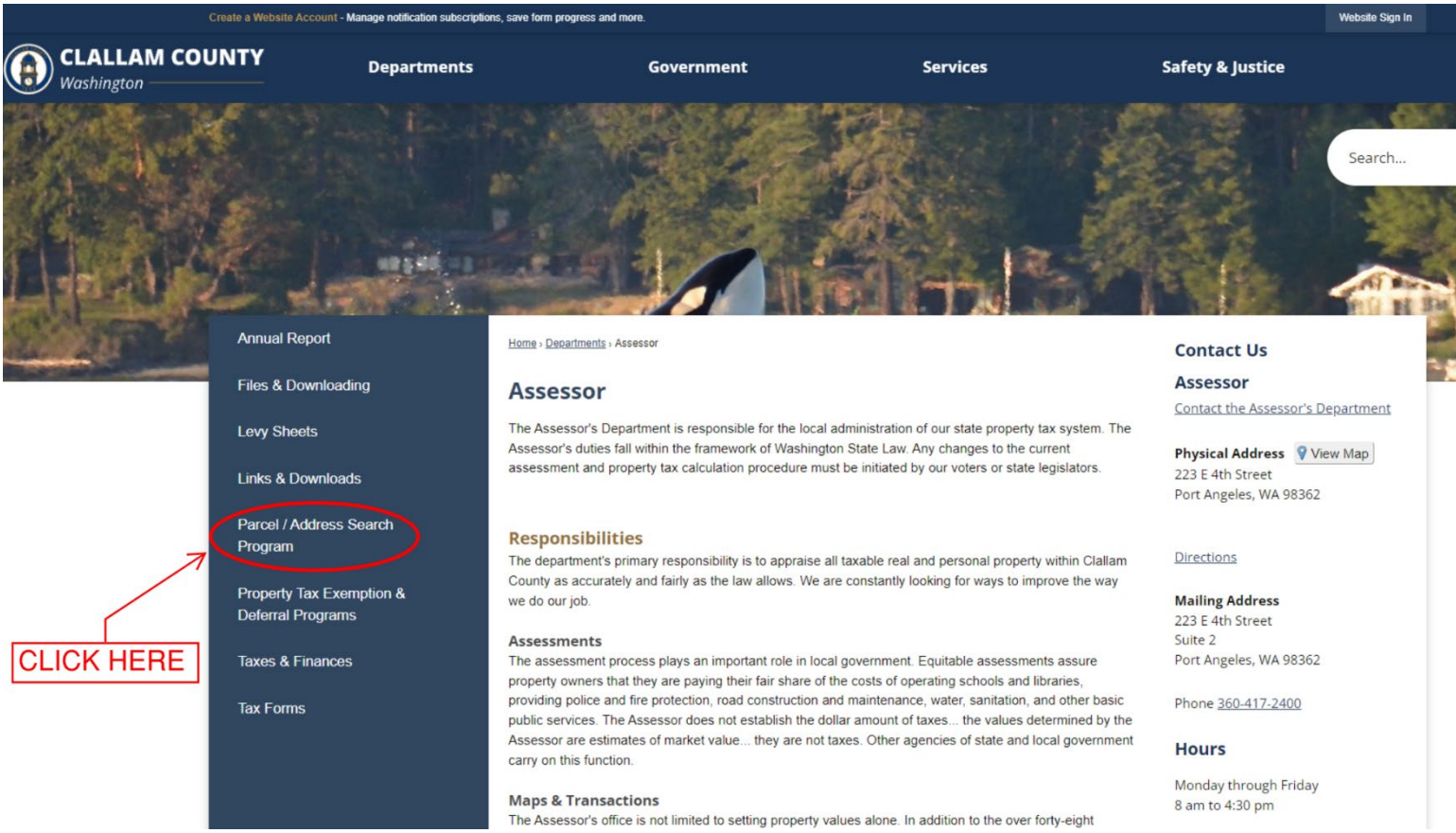
1. **Go to www.clallamcountywa.gov**



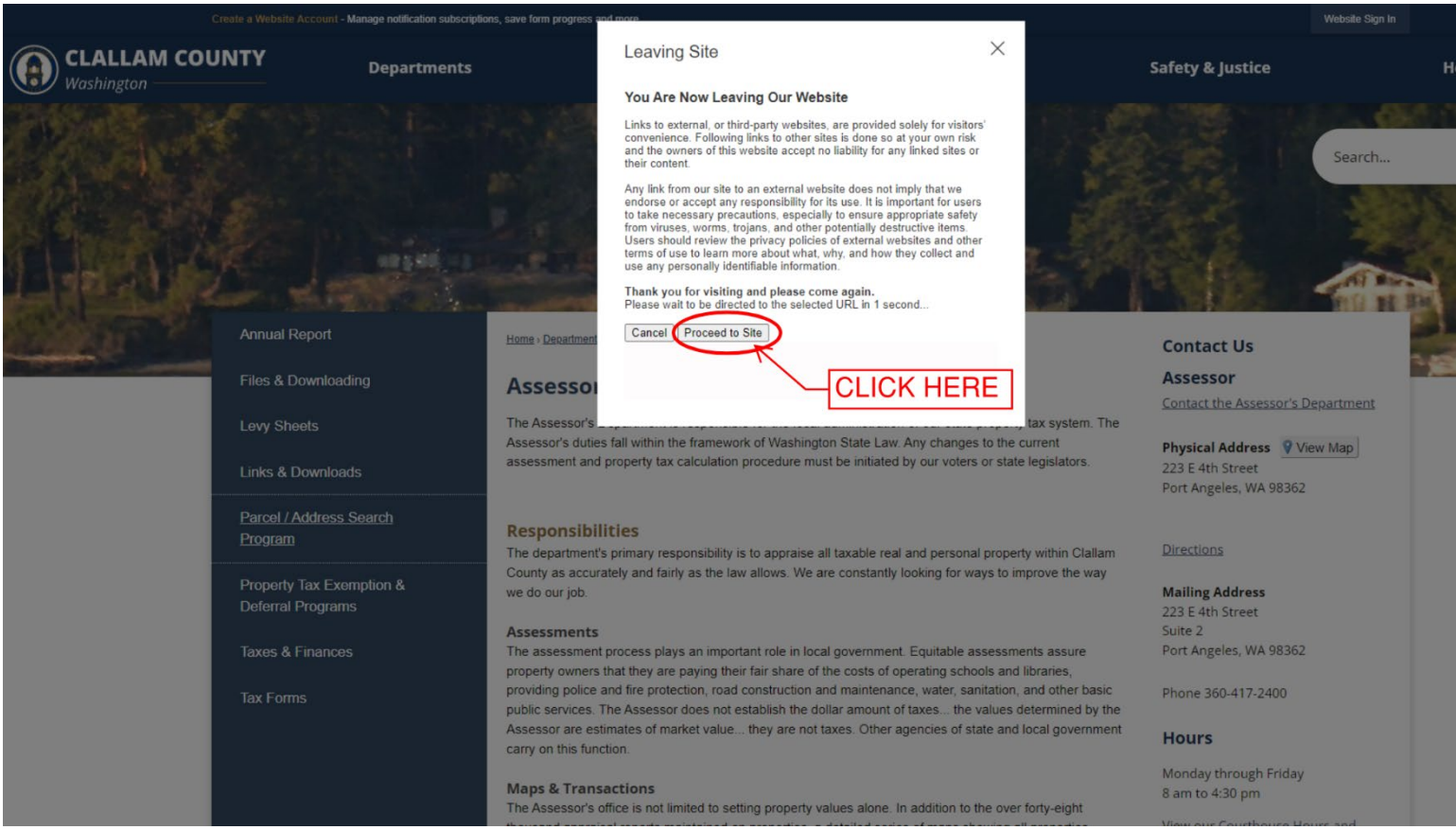
2. **Go to the Assessors page.**



3. **Use the link on the left side of the page to select "Parcel/Address Search Program"**

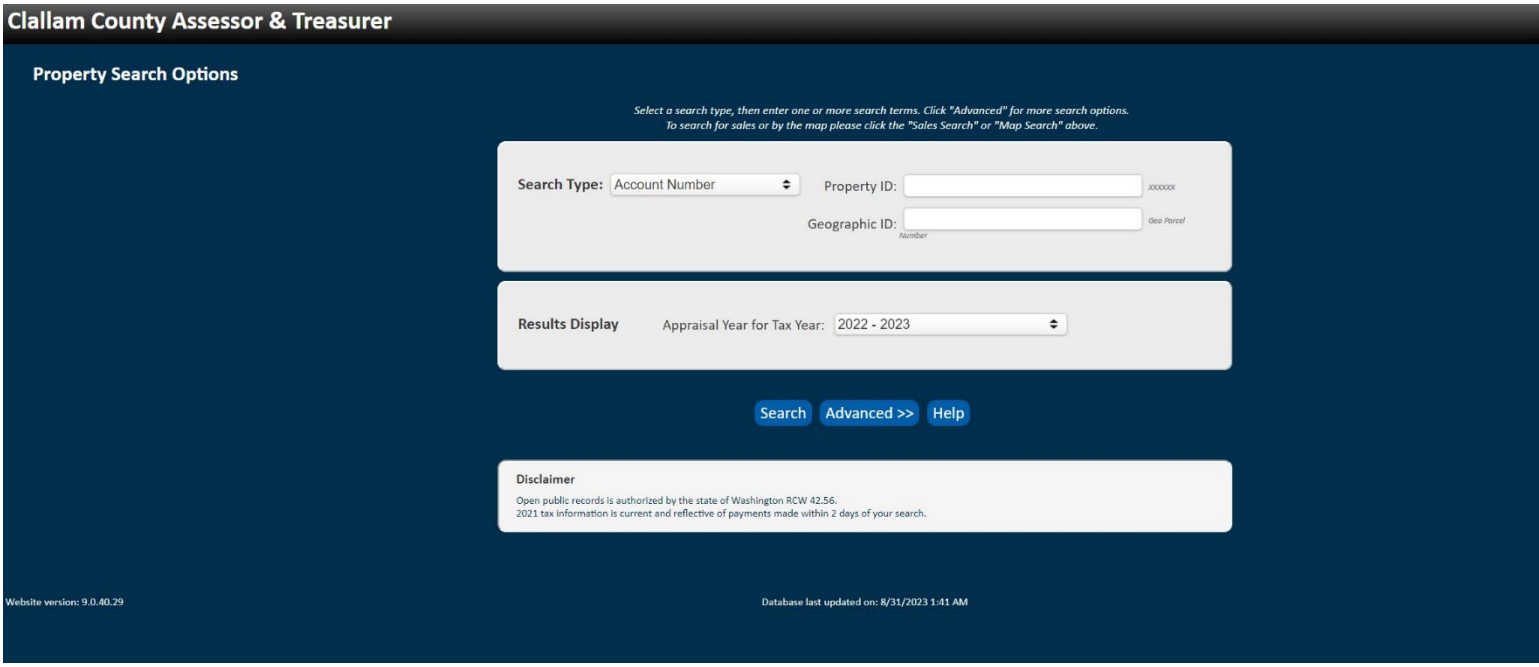


4. **You will be prompted to leave the County's website. Please read the prompt and proceed to the new site.**

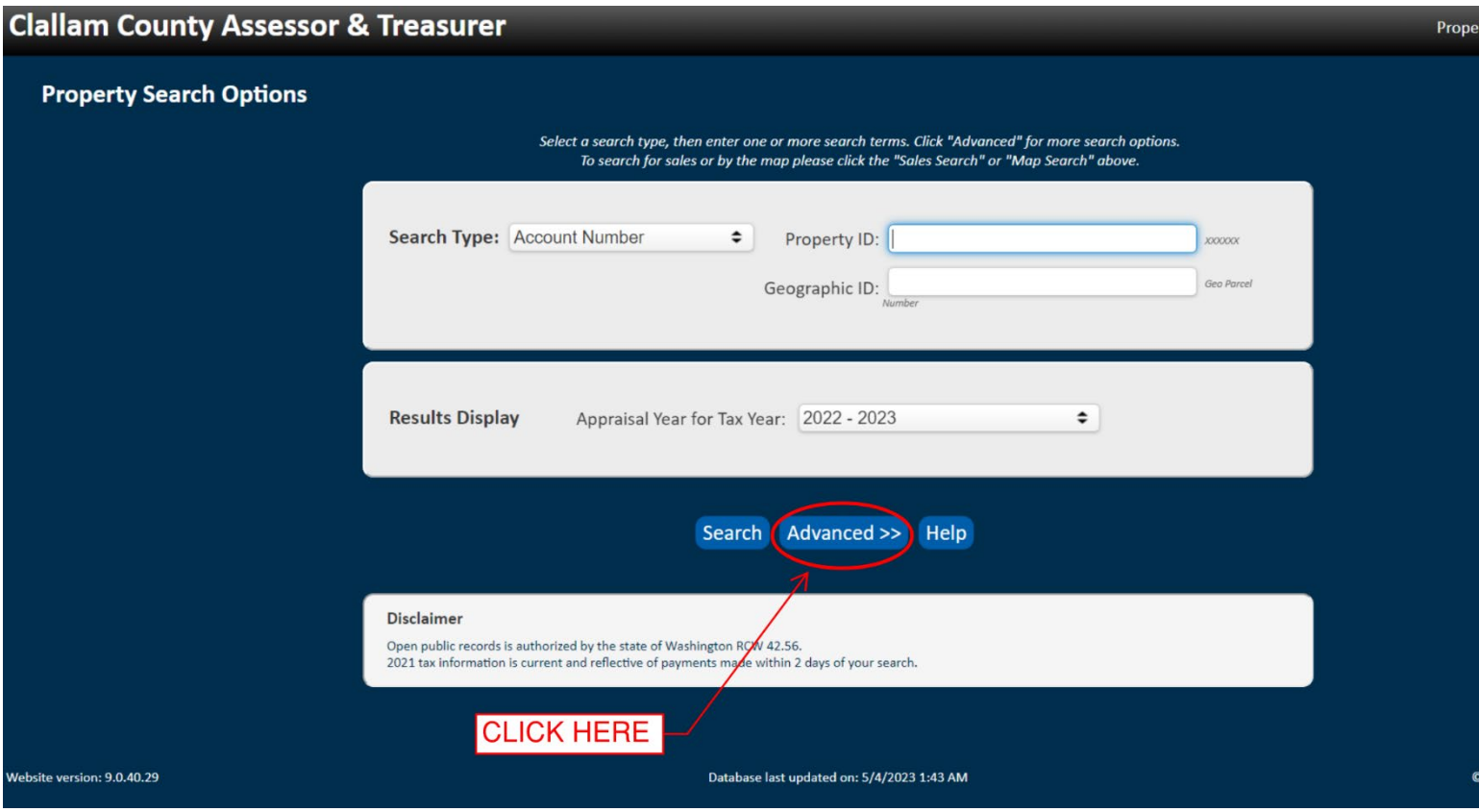


5. **Land here [Clallam County Assessor & Treasurer - Property Search] (you can skip steps 1-4 and just use this link also)**

6. **On this page you will be able to select how you search for your property. The drop-down menu for search type will allow you search by Account Number (enter your parcel number in the "Property ID" field), Owner Name (enter the last name of the property owner), Property Address (enter your street number and name), and lastly Doing Business As (enter your business name). If you are looking for more specific Manufactured Home or Condo property information please follow steps 7-13.**



7. **On the search page you will want to click the "Advanced >>" button located under the Results Display prior to entering any search fields.**



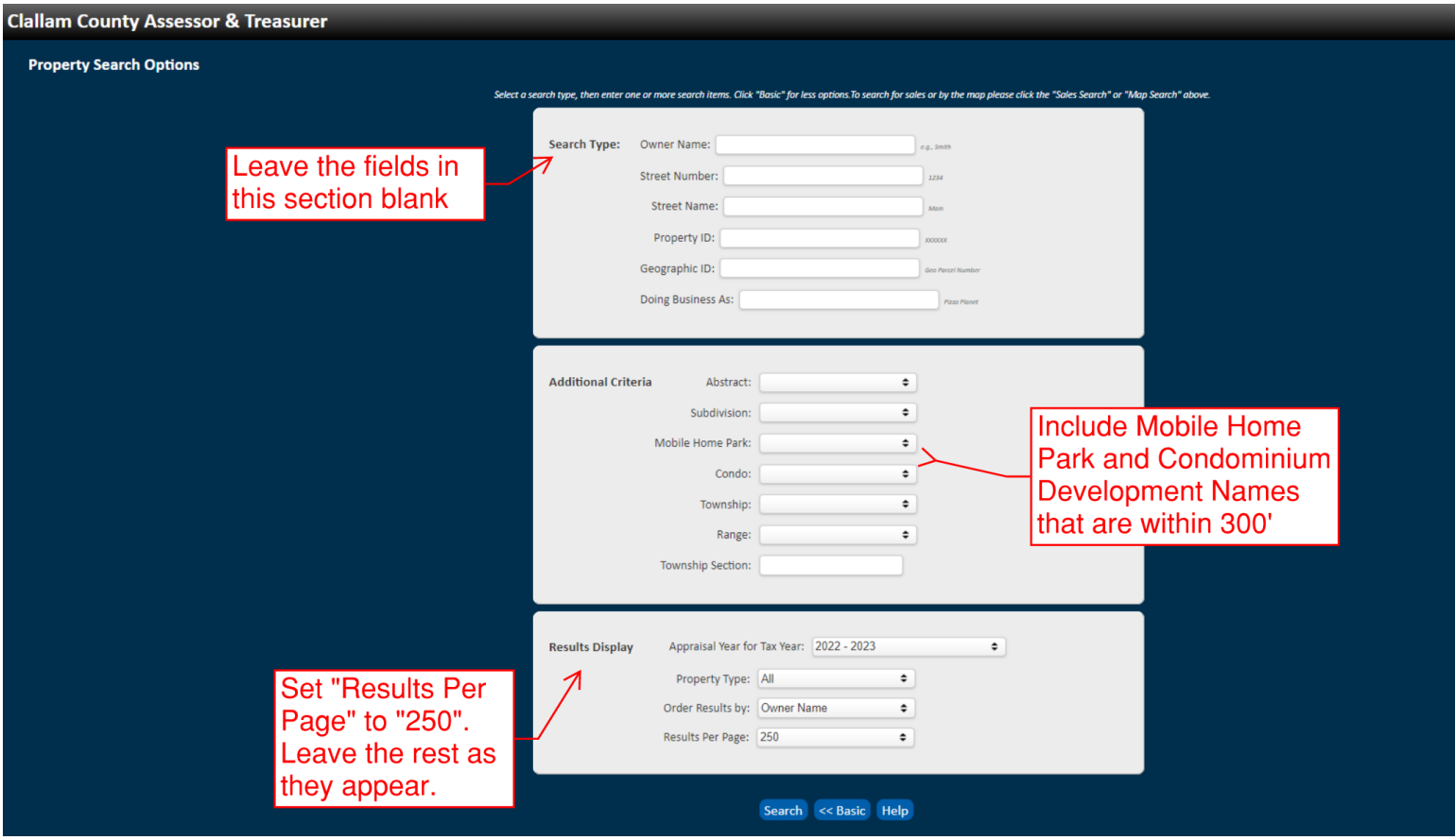
8. **Leave all fields blank under “Search Type”.**

9. **Include the names of Mobile Home Parks and Condominium Developments within a 300’ radius under “Additional Criteria”.**
10. **Under “Results Display”, Keep “Appraisal Year for Tax Year” set as most recent year.**

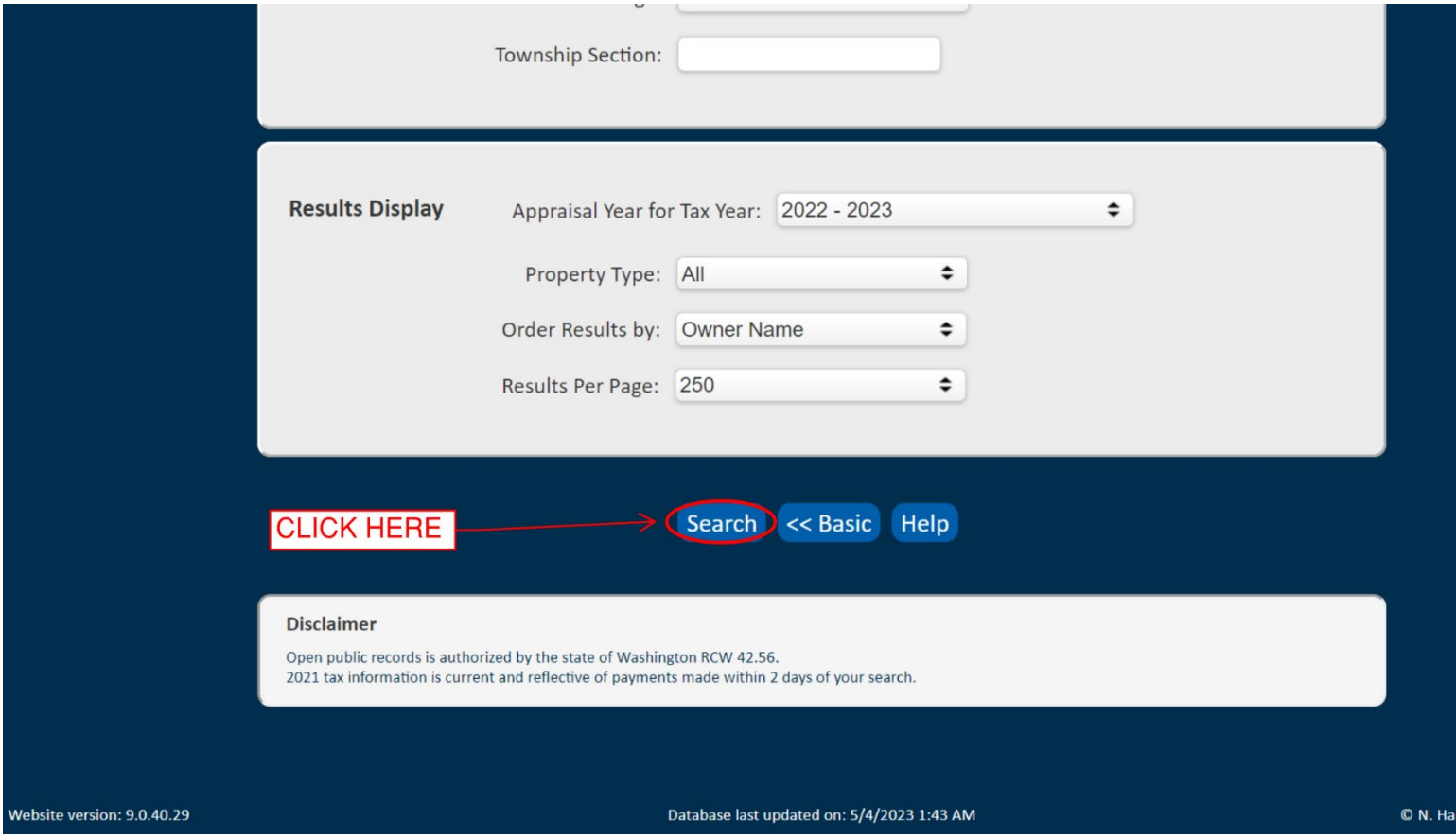
11. **Under “Results Display”, Set “Property Type” to “All”.**

12. **Under “Results Display”, Set “Order Results by” to “Owner Name”.**

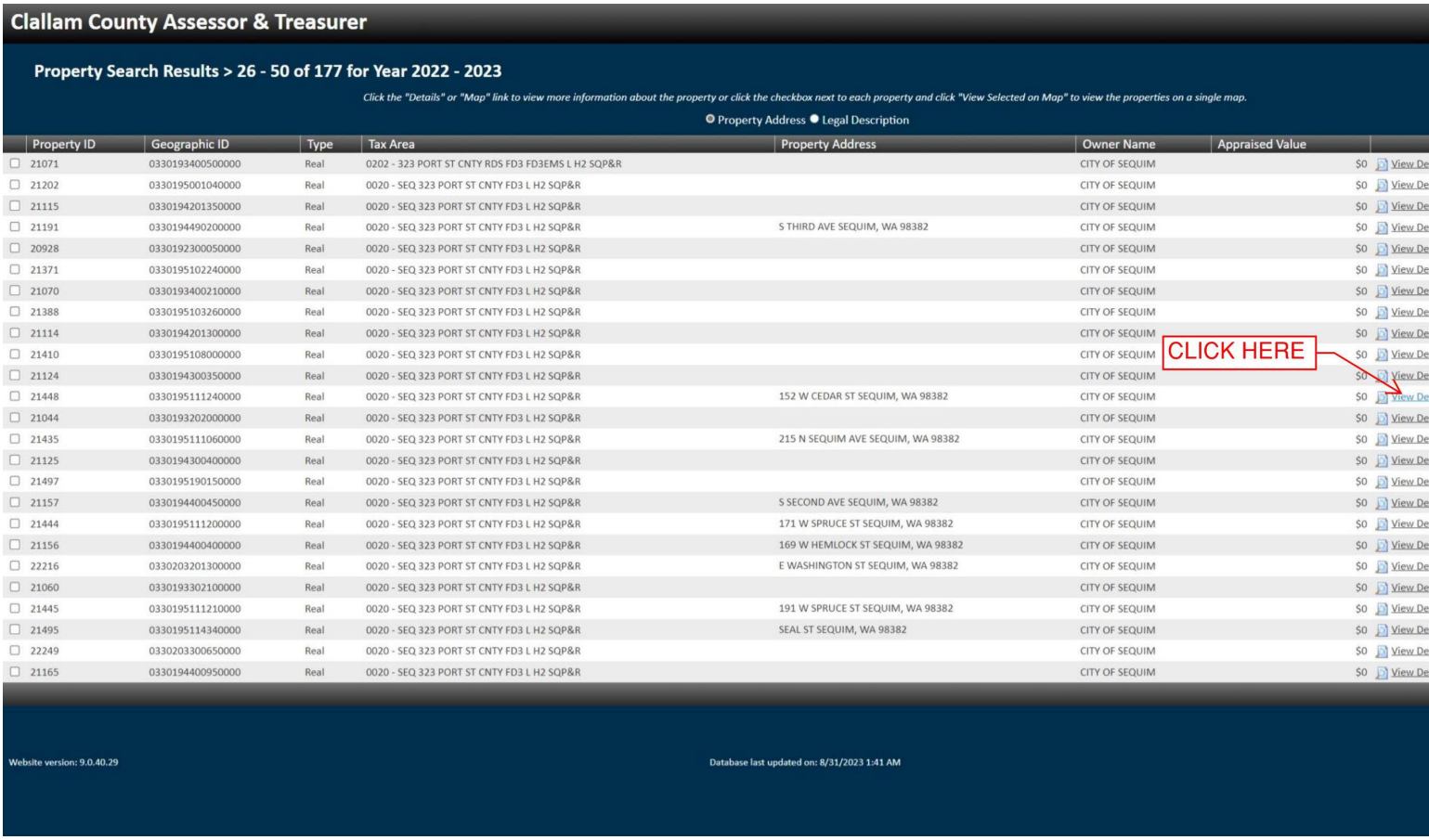
13. **Under “Results Display”, Set “Results Per Page” to “250”.**



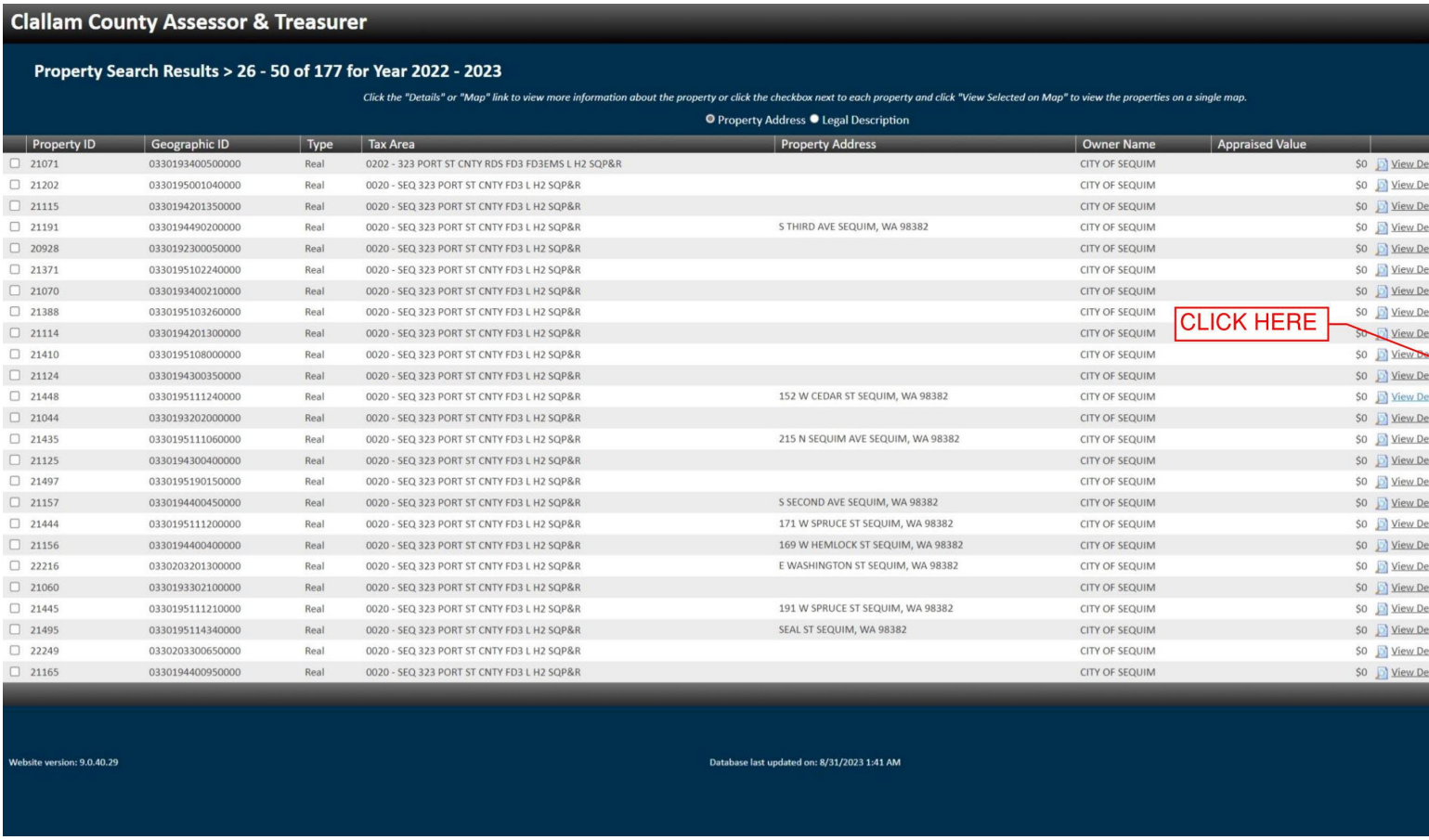
14. **Click “Search”.**



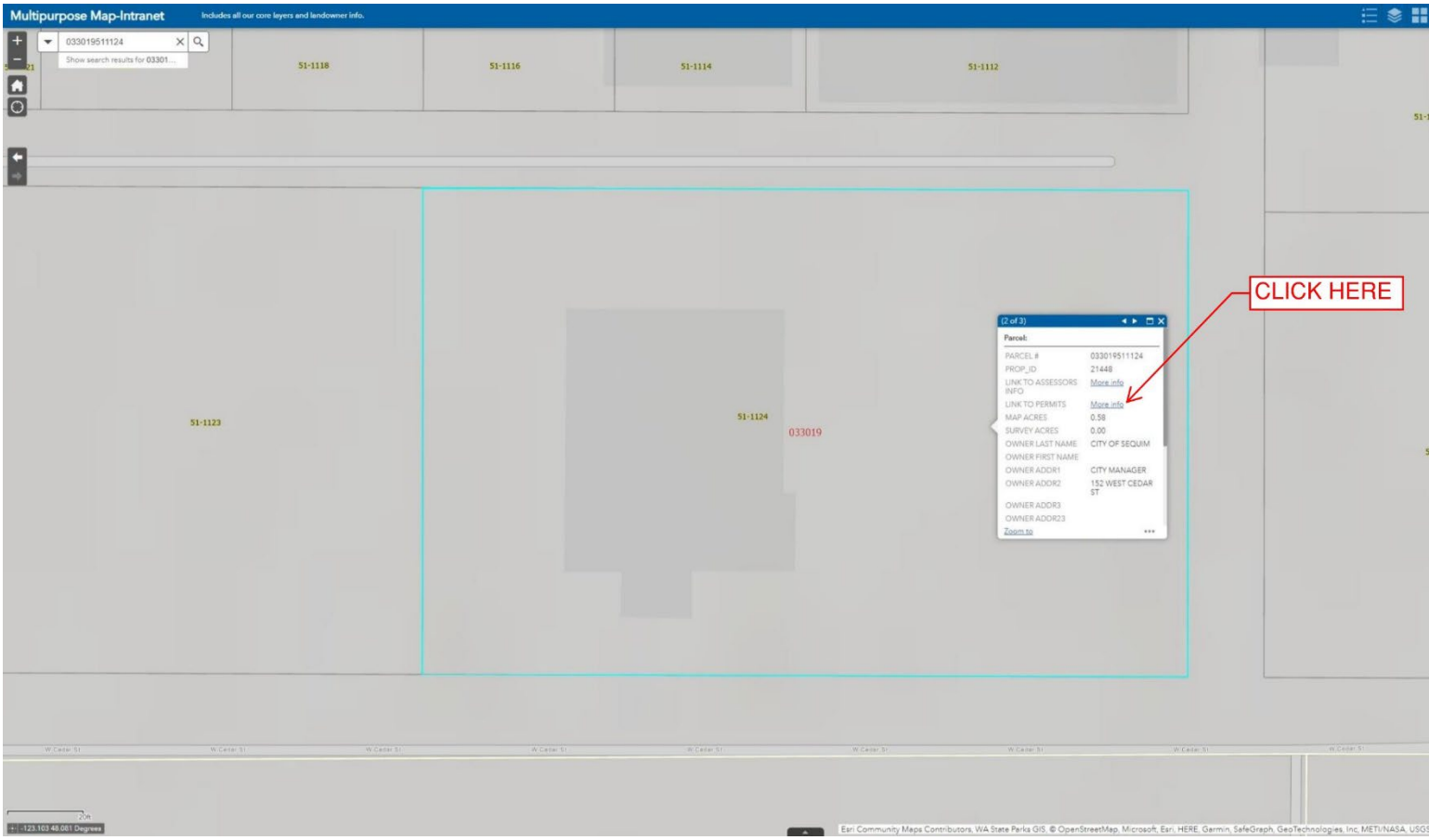
15. After searching you will have a list of results provided based on the search criteria entered. Find your property and select "View Details". This page will show you a property summary of the site which includes tax information, lot sales, legal description, etc.



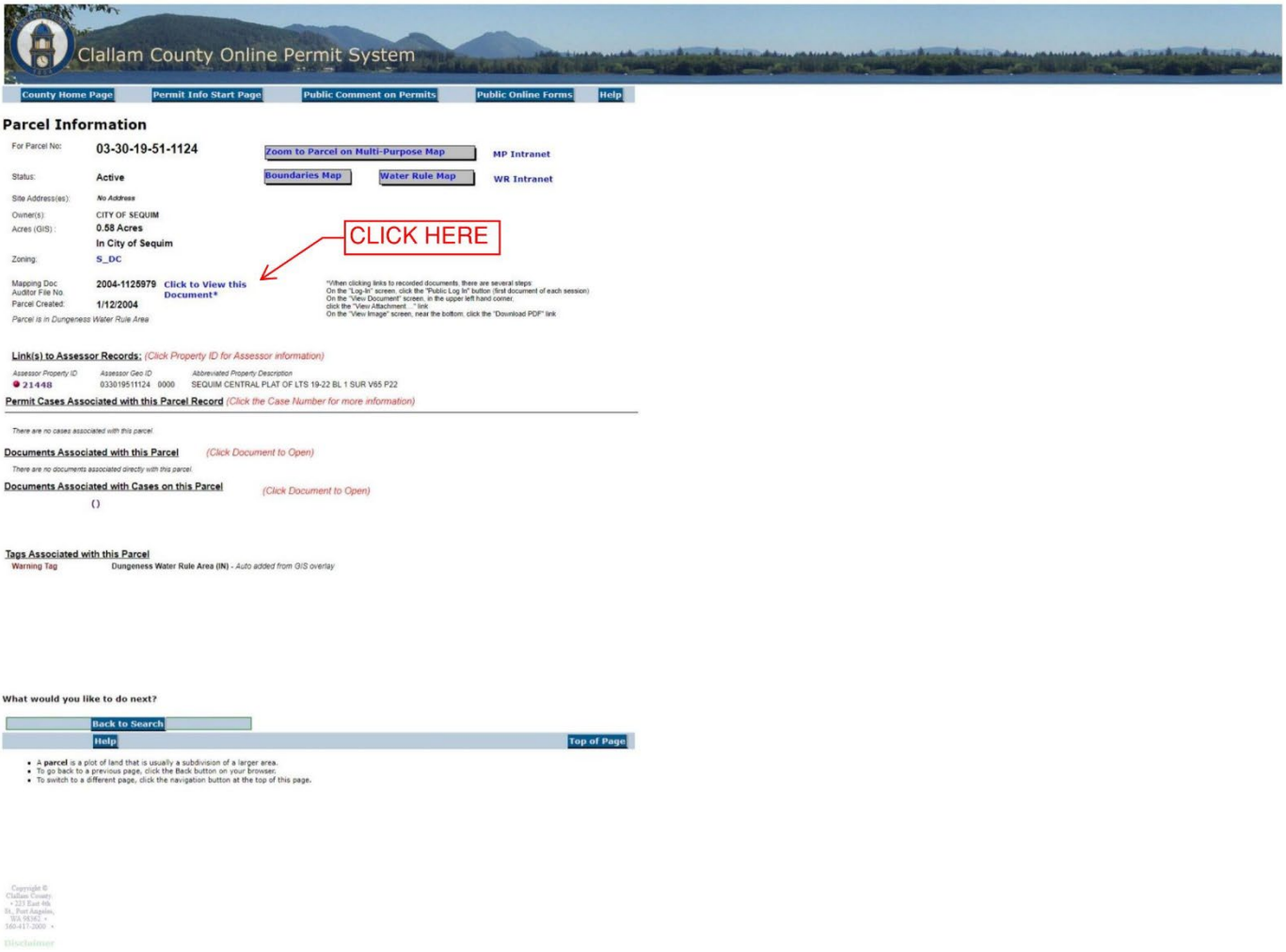
16. You can also click “View Map” to view the property on the County’s parcel map. The map allows you to view not only the property summary from step 15, but also provides a “Link to Permits”.



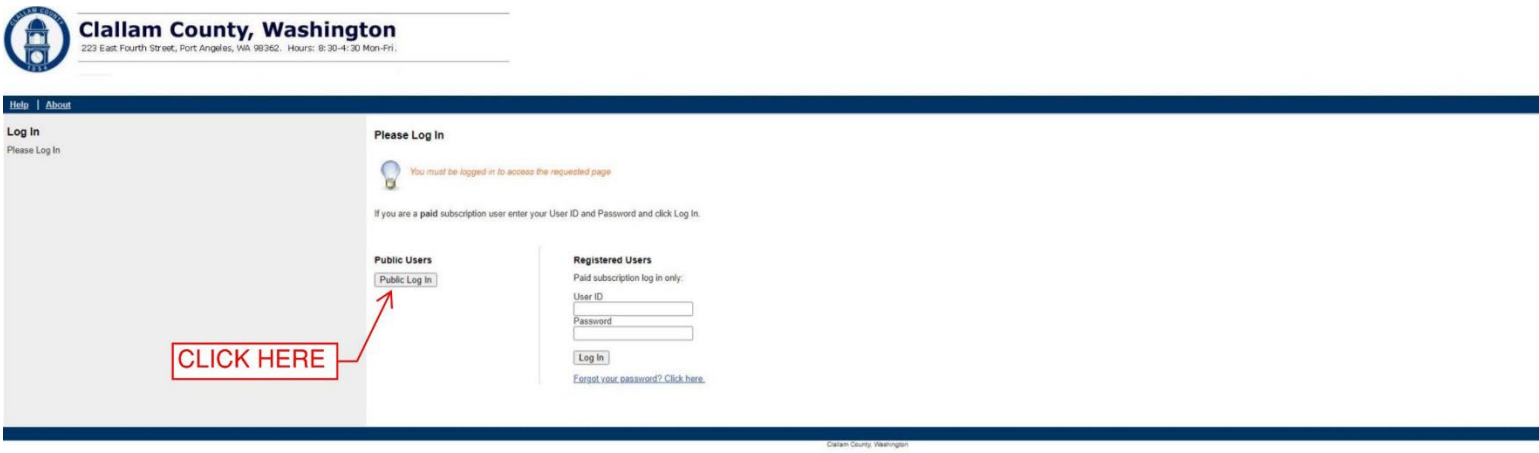
17. Click on “Link to Permits”



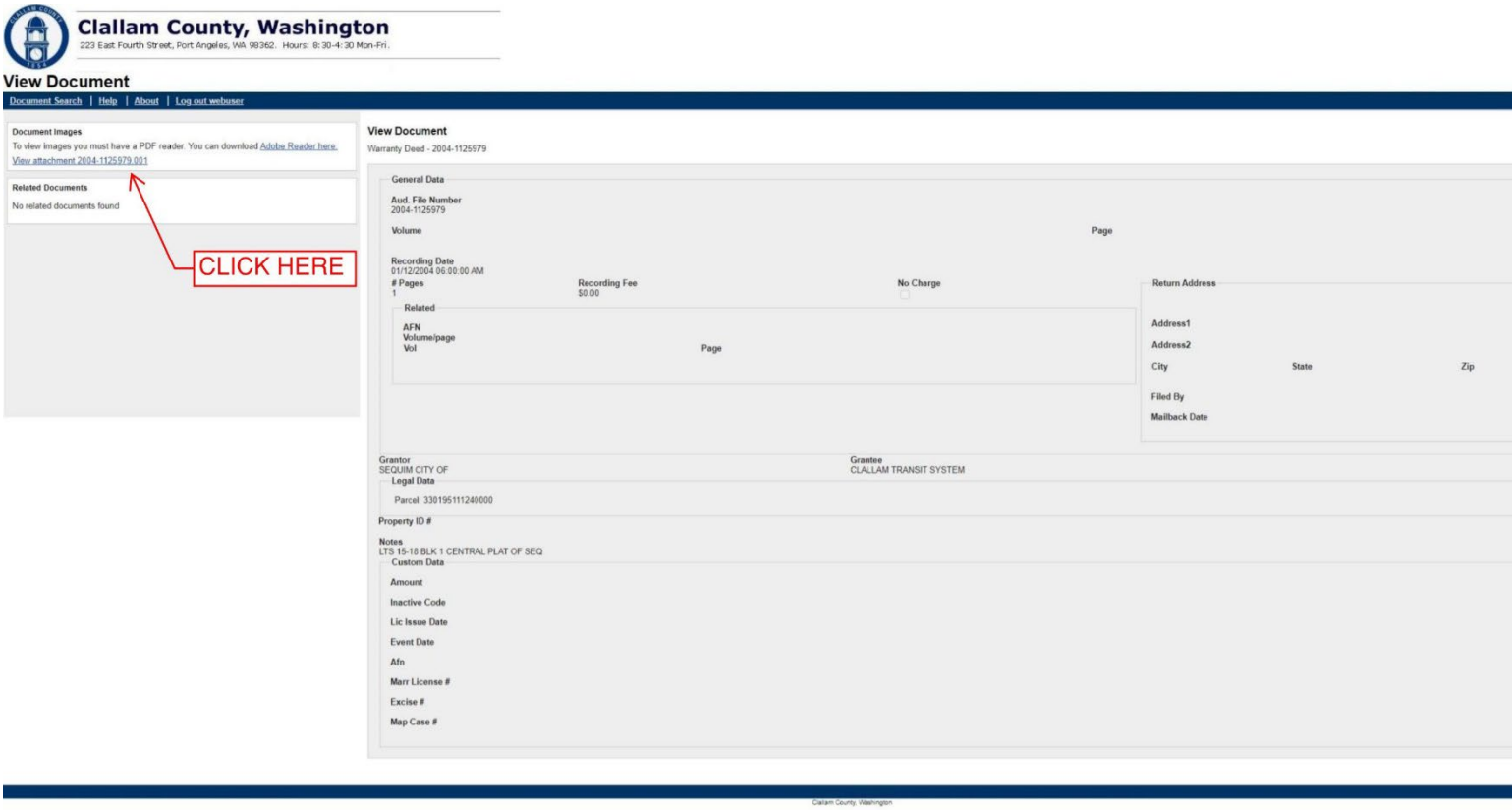
18. This page will provide a link (if one exists) to any recorded documents that County has on file for this specific parcel. For example, if your parcel is within a recorded subdivision there should be a clickable link provided that will take you to that recorded document.



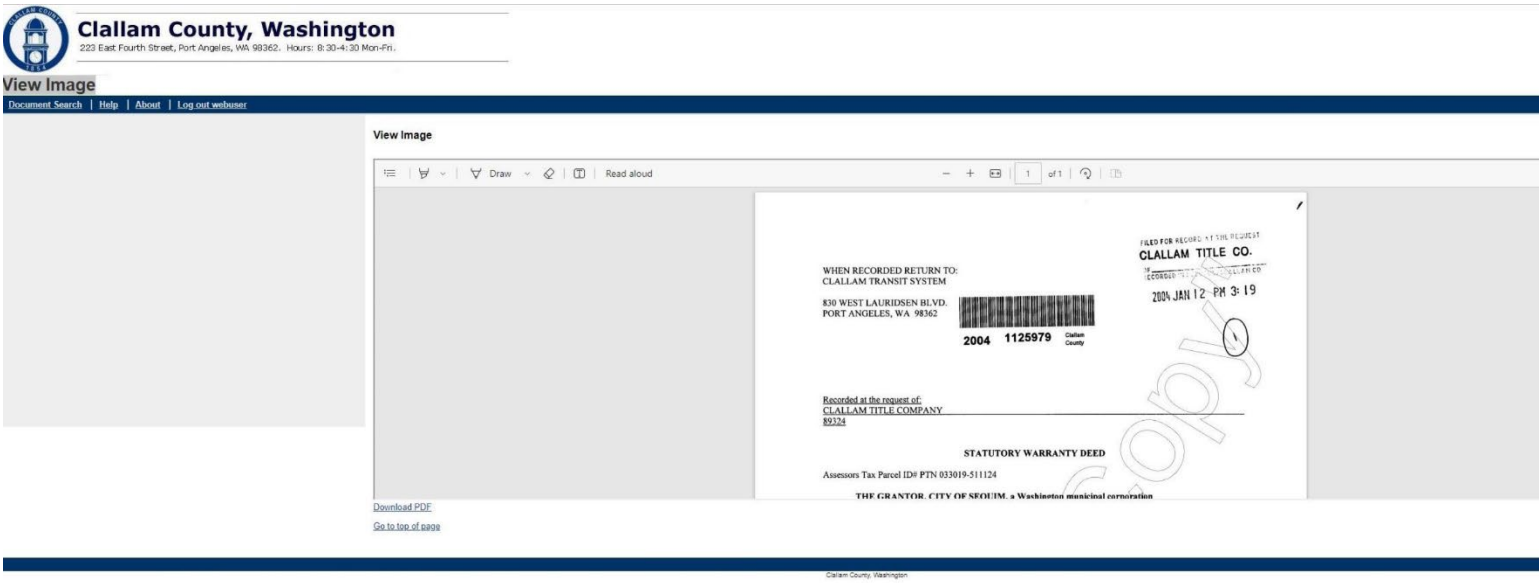
19. From here you will land on the ERecording Page for Clallam County. You will select "Public Log In".



20. On the next page you will select “View Attachment” to view the recorded document.



21. You will now see the document displayed on the webpage with the ability to read through it in its entirety, or you can simply print or download it for your convenience.



22. Note: City of Sequim permits are not going to be visible on this page. For those records you will need to contact staff, or submit a public records request.

Questions? Please contact us! (360) 683-4908