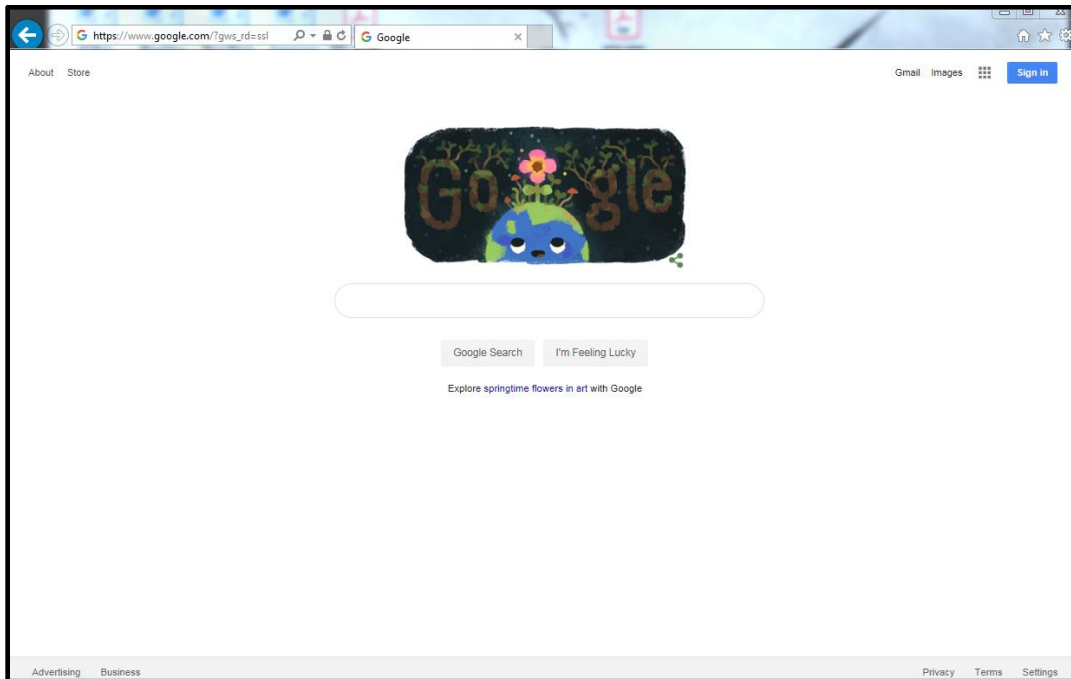


Using the Muncity Public Portal to Access Property Records:

Step 1:

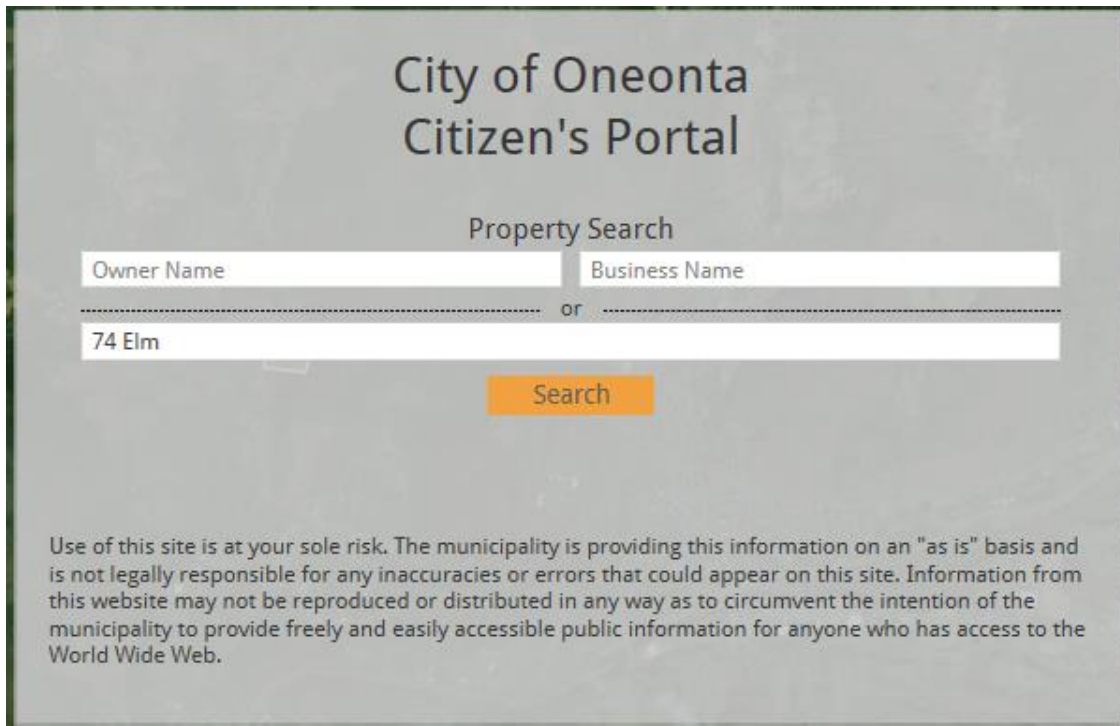
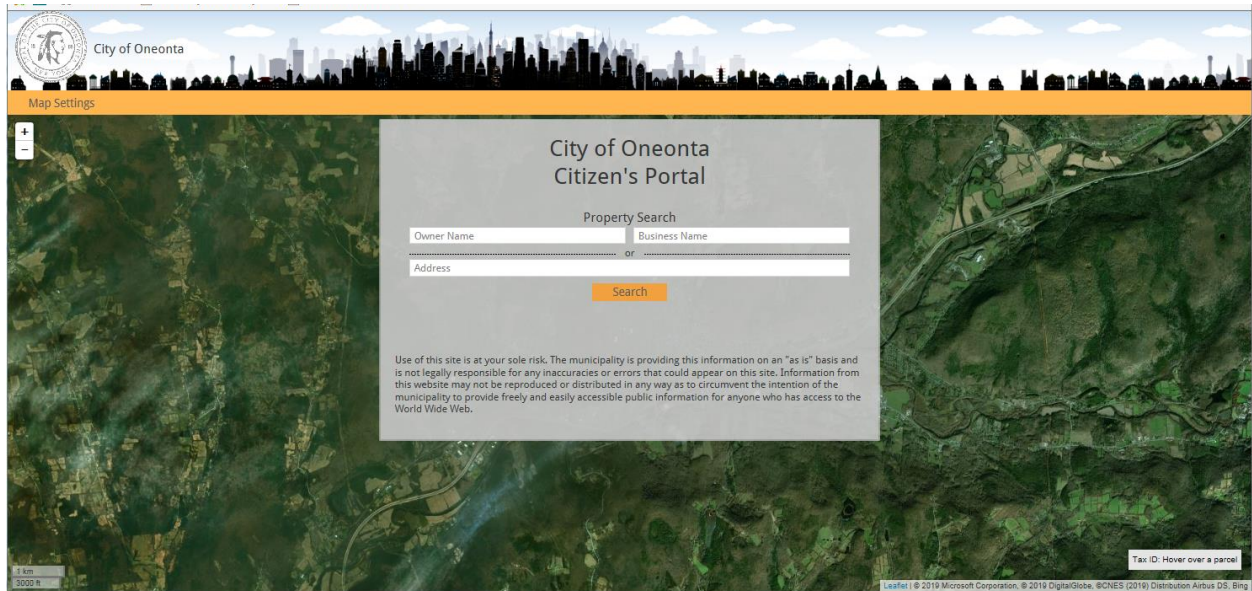
Access Muncity Public Portal either via the City of Oneonta website or by entering the web address below into the internet web engine. See image below.

<http://oneonta.municipality5.com/portal>



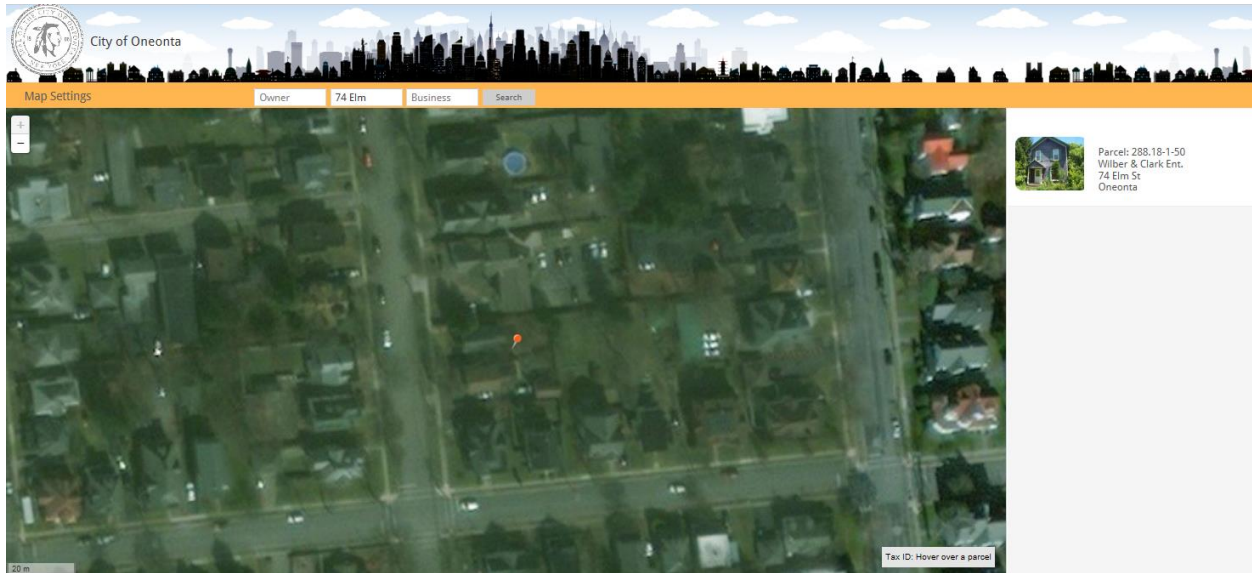
Step 2:

Once the Municipality Public Portal site has been accessed the following prompt will appear requesting the name of the owner, the business name or an address. Enter the information for the property of interest and press the search button. See image below.



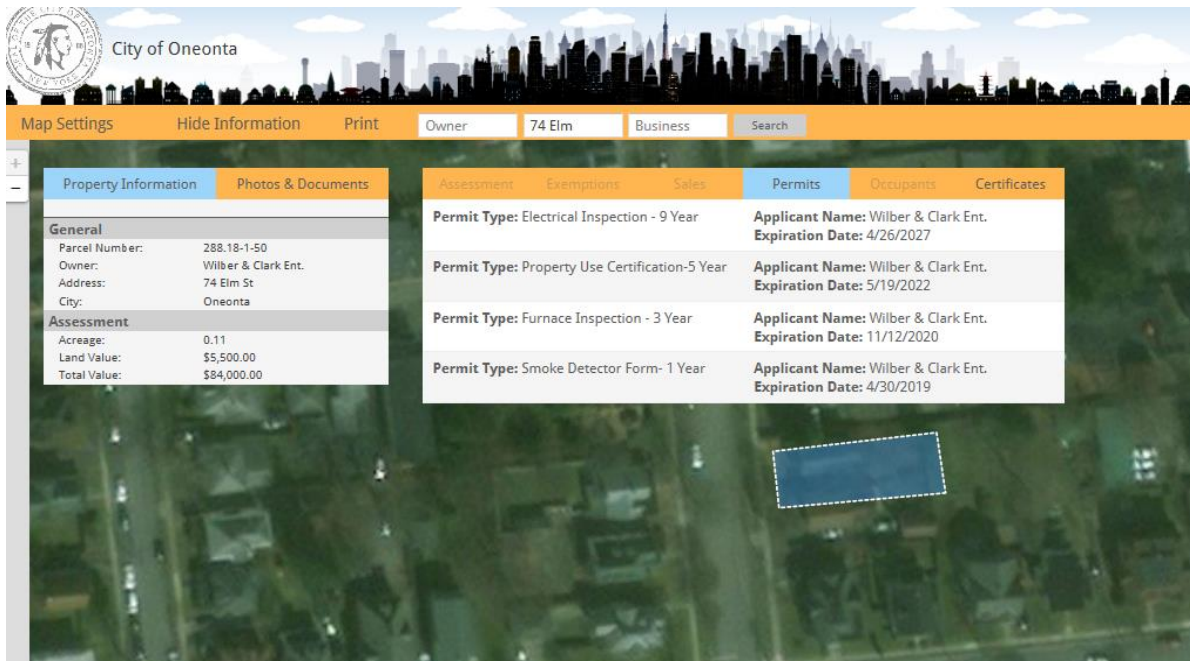
Step 3:

After pressing the search button the satellite map will zoom to the property and there will be a property parcel card on the right side of the screen. See image below.



Step 4:

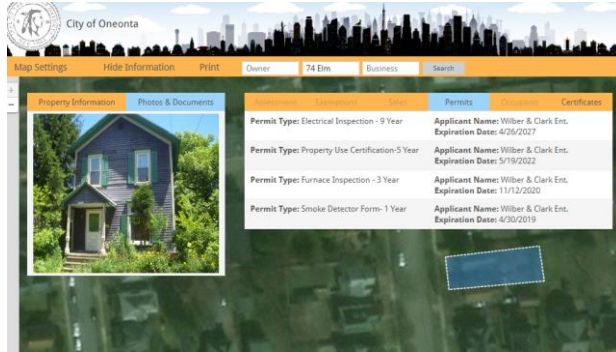
Once the map has zoomed to the location and the parcel card is on the right hand side of the screen use the left mouse button to either click the parcel card or the red indicator on the satellite map; this will bring up the property information screen. See image below.



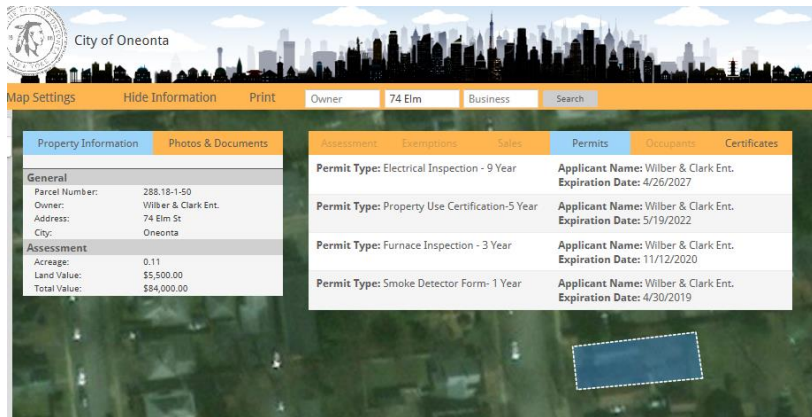
Step 5:

The property information screen provides details about the property. Left clicking the various tabs will provide detailed information such as inspection schedules, photos and certificates that are relative to the property. See image below.

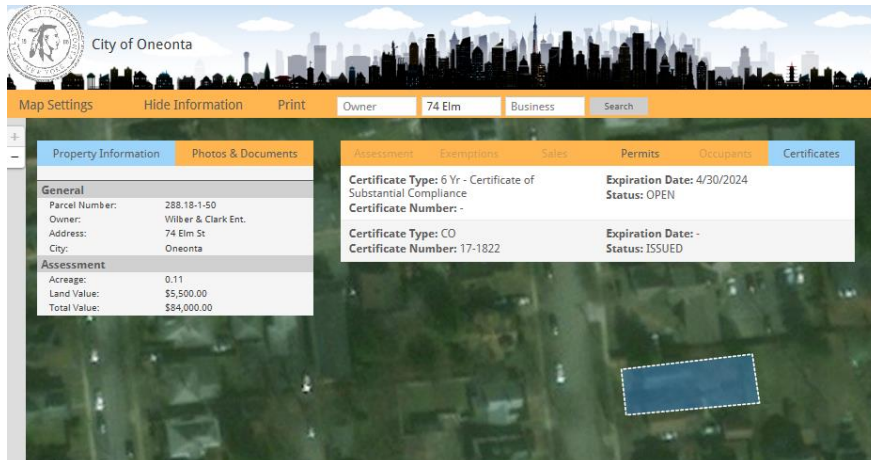
Photos & Documents



Permits



Certificates



Step 6:

The information found under the certificate tab will show any current Certificate of Compliance that is available for the property as well as the expiration date for the certificate. All properties located in the City of Oneonta that are used for residential rental are required to have a valid Certificate of Compliance per Chapter 158-60. Any property being utilized for rental purposes that do not have a valid Certificate of Compliance are in violation of the law. See image below.

City of Oneonta

Map Settings Hide Information Print Owner 74 Elm Business Search

Property Information	Photos & Documents	Assessment	Exemptions	Sales	Permits	Occupants	Certificates
General Parcel Number: 288.18-1-50 Owner: Wilber & Clark Ent. Address: 74 Elm St City: Oneonta		Assessment Acreage: 0.11 Land Value: \$5,500.00 Total Value: \$84,000.00		Certificate Type: 6 Yr - Certificate of Substantial Compliance Certificate Number: -		Expiration Date: 4/30/2024 Status: OPEN	
				Certificate Type: CO Certificate Number: 17-1822		Expiration Date: - Status: ISSUED	

Note in the image above next to “Certificate Type:” the property is listed as having a “6 Yr-Certificate of Substantial Compliance” and next to “Status:” it states “ISSUED”. This means the property is in compliance with the City of Oneonta rental regulations and can be legally rented.

City of Oneonta

Map Settings Hide Information Print Owner 7 Walnut Business Search

Property Information	Photos & Documents	Assessment	Exemptions	Sales	Permits	Occupants	Certificates
General Parcel Number: 288.17-5-30 Owner: Robert Martella Address: 7 Walnut St City: Oneonta		Assessment Acreage: 0.14 Land Value: \$9,100.00 Total Value: \$149,000.00		Certificate Type: 2 Yr - Certificate of Substantial Compliance Certificate Number: P-14-11-0529		Expiration Date: - Status: NEVER ISSUED	

Note in the image above next to “Certificate Type:” the property is listed as having a “2 Yr-Certificate of Substantial Compliance” and next to “Status:” it states “NEVER ISSUED”. This means the property is not in compliance with the City of Oneonta rental regulations and cannot be rented legally.