



FREQUENTLY ASKED QUESTIONS

General Questions

Q: Where can I find?

A: Do you have a question but are unsure of what department at Chelan County to contact? Below is a list of some of the departments that the Assessor works directly with and where you can direct your questions.

Question Topics	Department	Contact Information
Property values, building and property characteristics, property address changes, personal property information, levy rates and county valuation, destroyed property claims, tax relief programs, senior or disabled person exemption, current use programs (e.g. Open Space Farm & Ag & Designated Forest Land)	Assessor	350 Orondo Ave, Suite 206 Wenatchee, WA 98801 (509) 667-6365 assessor@co.chelan.wa.us www.co.chelan.wa.us/assessor
Who sends me my property tax billing, due dates and making tax payments, refund information, delinquent taxes, bankruptcy, foreclosure or personal property distraint, mobile home movement permits.	Treasurer	350 Orondo Ave, Suite 203 Wenatchee, WA 98801 (509) 667-6405 David.Griffiths@co.chelan.wa.us www.co.chelan.wa.us/treasurer
Parcel zoning, current restrictions on my current zoning, getting my zoning changed, subdivision requirements, getting a short plat started, projects requiring a building permit, getting a permit, how long it takes to get a permit, Shoreline Master Program, Open Space Public Benefit Rating System (PBRS) & Open Space Timber programs & Short-term rentals.	Community Development	316 Washington St., Suite 301 Wenatchee, WA 98801 (509) 667-6225 DeannaC.Walter@co.chelan.wa.us www.co.chelan.wa.us/community-development

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Question Topics	Department	Contact Information
Requirements for filing documents, document filing fees, getting copies of recorded documents, finding the last deed on my property, finding easements that are on my property	Auditor, Recording	350 Orondo Ave, 2 nd Level Wenatchee, WA 98801 (509) 667-6815 Recording@co.chelan.wa.us www.co.chelan.wa.us/auditor
Renewing vehicle license tabs, license tab fees, getting a title for a mobile home, marriage licenses	Auditor, Licensing	(509) 667-6810 Licensing@co.chelan.wa.us
Registering to vote, ballot addresses, where to vote, election results	Auditor, Elections	(509) 667-6808 Elections.ballots@co.chelan.wa.us

Q: What does the County Assessor do?

A: The primary role of our office is to determine the value of all taxable real and personal property in Chelan County on a fair and equitable basis. Washington State law requires that the Assessor assess all property at 100 percent of true and fair market value, unless specifically exempted by law.

Our office is also responsible for maintaining accurate and accessible property information, providing timely and accurate property assessments for tax purposes, and maintaining a GIS data layer that maps all parcels within Chelan County.

Q: What information is available to me?

A: All assessment records maintained by our office are public record and open for inspection during regular business hours (8 am to 5 pm, Monday thru Friday, *except Holidays*) except for confidential income reports and personal property listings. We also provide up to date sales data on our website by either clicking on the Monthly Sales Report link, or through the sales layer of our [Interactive Map](#) or through our sales search tab on the online Parcel Search webpage. County assistance is available to help you obtain available information.

Q: How do I find the assessed value of my property?

A: All assessment records maintained by our office are public record and open for inspection during regular business hours (8 am to 5 pm, Monday thru Friday, *except Holidays*) except for confidential income reports and personal property listings. Here are the ways that you can find out the assessed value of a property:

- **Online:** Current year and previous years assessed values can be found online by [clicking here](#). You can access them by following the instructions below:
 - After agreeing to the disclaimer click on the “Search type” drop down menu in the upper left hand corner of the webpage. Select which type of search you want to conduct and enter your information in one of the boxes below (*Hint: Geographic ID is the same thing as your parcel number*). Select the “Appraisal Year for Tax Year” using the drop down menu. If searching by address we recommend that you only enter the house number in the Street Number box and not the street name. The house number should be the physical address of the property. Click on the “Search” button at the bottom of the page. Depending on the data you entered in the parcel

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search a list of properties will appear. The assessed value is located under the column titled the “Appraised Value”. For more information on the property, click on the “View Details” link. To find prior year values click on the bar titled “Roll Value History”. For other details of the property click on the bar with the topic you are interested in and it will automatically expand to show you the data or you can click on the “Expand All” button near the top right hand corner of the webpage. If you need assistance, give us a call at (509) 667-6365 and we will walk you through it.

- **In-Person:** Visit us in the Assessor’s Office located on the main level of the courthouse at 350 Orondo Avenue, Suite 206 in Wenatchee
- **By phone:** Call us at (509) 667-6365 and we can look it up for you. It is helpful if you have either the parcel number, property id, owner name or situs address ready before calling.
- **Email:** assessor@co.chelan.wa.us

Q: Where do I get information about property ownership and legal descriptions?

A: You can either stop by our office located on the main level of the courthouse at 350 Orondo Avenue, Wenatchee or give us a call at (509) 667-6365 for more information. If you know the owners name, the address, the property id or the parcel number (geographic id) you can also search using our parcel search or our online mapping links on our website. Click here for [parcel search](#) or here for the [Interactive Mapping](#). You can also search through the County’s Document Search by [clicking here](#).

Q: What does “annual update” mean?

A: Annual update simply means that our County updates the value of your property every year. We physically inspect each real property every four years and adjust all other property values by way of statistical analysis, if indicated by changes in the marketplace; or if new construction or a change in boundaries occurs. For more information, check out our FAQ on Annual Revaluation.

Q: What is a Notice of Value?

A: Property owners receive a notice of value when the Assessor’s Office determines there has been a change in their property value. The notice shows the previous and the current year’s assessed values. The current year values are used to compute the following year’s taxes and include exemption and deferrals on record. Change of Value notices are generally mailed out sometime in June. If there is no change in your property value you will not receive a notice.

Q: Why are there two addresses on my Notice of Value?

A: The first address is the physical property address which is also called the Situs address. This address is assigned to the parcel number through the Chelan County Public Works Department. The second address is the legal owner’s mailing address and is used by our office to address assessment notices. For questions or corrections to your mailing address please contact our office at (509) 667-6365. For questions regarding your Situs address please contact the Public Works Department at (509) 667-6840.

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Q: Why don't I have a "previous value" on my Notice of Value?

A: The notice will show no previous value if the parcel size or acreage has changed or in the case of mobile homes, the property may not have been in the County the previous year.

Q: Where is my property line?

A: If you cannot locate your property corners, the safest action is to contact a private land surveyor. You should never rely upon GIS maps for exact property boundaries. On site property surveys are the only way to identify actual property lines and corners. You can also contact our office at (509) 667-6365 or the County Auditor's Office at (509) 667-6800 to check for a recent survey or to acquire a copy of your plat or search through the County's Document Search by [clicking here](#). Recorded surveys and plats often have notes describing how the property corners are monumented that can be helpful in determining your property corner locations. Keep in mind that any improvements made without proper knowledge of property lines could result in litigation.

Q: If I move, how do I change my mailing address?

A: If you have recently moved and would like to change your mailing address to continue to receive your Notice of Values and Tax Statements (mailed by the Treasurer's Office) you can fill out our Mailing Address Change Request Form by [clicking here](#). Complete the form and return by:

- Mail or In-person: Chelan County Assessor, 350 Orondo Ave., Suite 206, Wenatchee, WA 98801
- Email: assessor@co.chelan.wa.us
- Fax: (509) 667-6664

Q: How do I transfer property?

A: The Assessor's Office cannot give legal advice. You may want to contact an attorney or title company for this information.

Q: How can I add someone or change the name(s) on my property title?

A: When adding someone to a title, or changing names on a title, people will generally record a conveyance document/deed. You can get blank legal documents at a stationery or office supply store. It needs to be completed and notarized, ***please note the Assessor, Auditor and Treasurer's office cannot help with filling out your Deed.*** In addition to that, you will need to complete a **Real Estate Excise Tax Affidavit** and depending on the type of transaction, you may also need an **Excise Tax Supplemental Statement**. These forms are also available in the Treasurer's Office. Please carefully review the Supplemental Statement which determines whether or not your transaction is taxable.

Once completed, you would bring these forms in to be processed at the Treasurer's Office and then recorded in the Auditor's Office. Each offices fees, hours of operation, and location can be found on the [Chelan County website](#). If you need legal advice, please contact an attorney or a title insurance company for assistance.

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Q: Where can I purchase blank legal documents?

A: Many office supply and stationery stores carry common forms, or you can also use an Internet search and download forms. Be aware though that some forms may not meet Washington State standards for size, clarity, or other characteristics. You may want to check with the Auditor's Recording Department for more information at (509) 667-6815 or visit their website at www.co.chelan.wa.us/auditor.

Q: How do I change the owner's name on my parcel following a death, divorce or court order?

A: You can either stop by our office at 350 Orondo Avenue, Wenatchee or mail the following documents that we will need to process the name change:

- **Death:** A copy of the death certificate for the deceased owner from whom the property is being transferred AND a copy of a recorded community property agreement or court probate order identifying the property being transferred through conveyance language and the name of the person to whom the property is being transferred. *Please Note: A community property agreement or probate order may not contain the proper conveyance language for our office to transfer the property and we may need a recorded deed or other conveyance instrument to be able to complete the property transfer.*
- **Divorce or lawsuit:** Copy of the court order identifying the property being transferred, the name of the owner from whom the property is being transferred, and the name of the new owner to whom the property is being transferred. *Please Note: A divorce decree may not contain the proper conveyance language for our office to transfer the property and we may need a recorded deed or other conveyance instrument to be able to complete the property transfer.*
- **Legal name change:** Identification AND a copy of court order changing your name.

Q: Are maps available online?

A: You can access our Interactive Map on our website at www.co.chelan.wa.us/assessor by clicking on the Interactive Map link. If you need assistance navigating the map, give us a call at (509) 667-6365 and we will walk you through how to use the program. There is also a Trouble Shooting Tips which can be found in the [How Do I](#) section for ideas to resolve your issue.

Q: What does GIS mean?

A: GIS is an acronym for Geographic Information System. GIS is an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information. One of the most powerful features of geographic analysis is the ability to compare different layers of information. Just as a County agency may store information in different databases, GIS stores information in thematic layers. Chelan County data can be divided into layers such as streets, hydrology, parcels, etc. Each layer is managed separately in GIS. GIS can provide a unique insight into many difficult problems. The benefit of a GIS is that it provides a graphical representation and an intelligent database about the inventory of geographic elements. This inherent ability of GIS to locate features spatially adds a great deal of power and flexibility to a database.

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Q: Why do my property lines not line up with the aerial photo and/or street centerlines?

A: The data used on the Interactive Map comes from various sources and it does not always align perfectly. The GIS database is for demonstrative purposes and should never be relied on for exact property boundaries. On site property surveys are the only way to identify actual property lines and corners.

Q: Are there programs that can lower my property value and taxes?

A: There are special programs that can reduce the taxable value of property for qualifying seniors, disabled persons, historical property, single family remodels and lands in farm and forest production. Additional information about these programs can be found in our section on Exemptions.

Q: Who do I contact with questions regarding my assessed value?

A: We encourage you to talk to our office to review your valuation any time you have a question or concern regarding your assessed property value. You can contact our office at (509) 667-6365, visit us in person at 350 Orondo Avenue, Wenatchee or send us an email at assessor@co.chelan.wa.us.

Q: What can I do if I think the value on my property does not represent fair market value?

A: If you think your assessed value does not reflect fair market value, you should consult our office. Property owners are encouraged to talk with a County appraiser to verify that our assessment records are accurate. The appraisal will be reviewed and manifest errors may be corrected without a hearing. If you still think your assessed value does not reflect market value, you may file an appeal with the Chelan County Board of Equalization (BOE) by July 1st or within 30 days of the mailing of the Notice of Value to petition for a hearing.

Didn't find what you are looking for? Still have questions? Contact us at:

Chelan County Assessor
350 Orondo Avenue, Suite 206
Wenatchee, WA 98801
(509) 667-6365
assessor@co.chelan.wa.us