

SAN BERNARDINO COUNTY ASSESSOR GOVPIMS PORTAL USER GUIDE



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San Bernardino County govPIMS Portal: The Complete Training Manual

Introduction: The govPIMS Property Information Portal

System Overview

The govPIMS portal serves as the authoritative system of record for property assessment data within San Bernardino County. It is a professional-grade platform engineered to provide robust tools for comprehensive property research, analysis, and data extraction. The system achieves this by integrating a sophisticated geographic information system (GIS) with detailed tabular assessment data. This integration presents users with a unified, map-based interface to explore, visualize, and understand property information in its full geographic and administrative context. This manual provides a complete walkthrough of the portal's features, enabling users to leverage its full capabilities for their professional needs.

Procedure: Accessing Your Account

Secure access to the portal is managed through a straightforward login process. All user functions and data are accessible only after successful authentication.

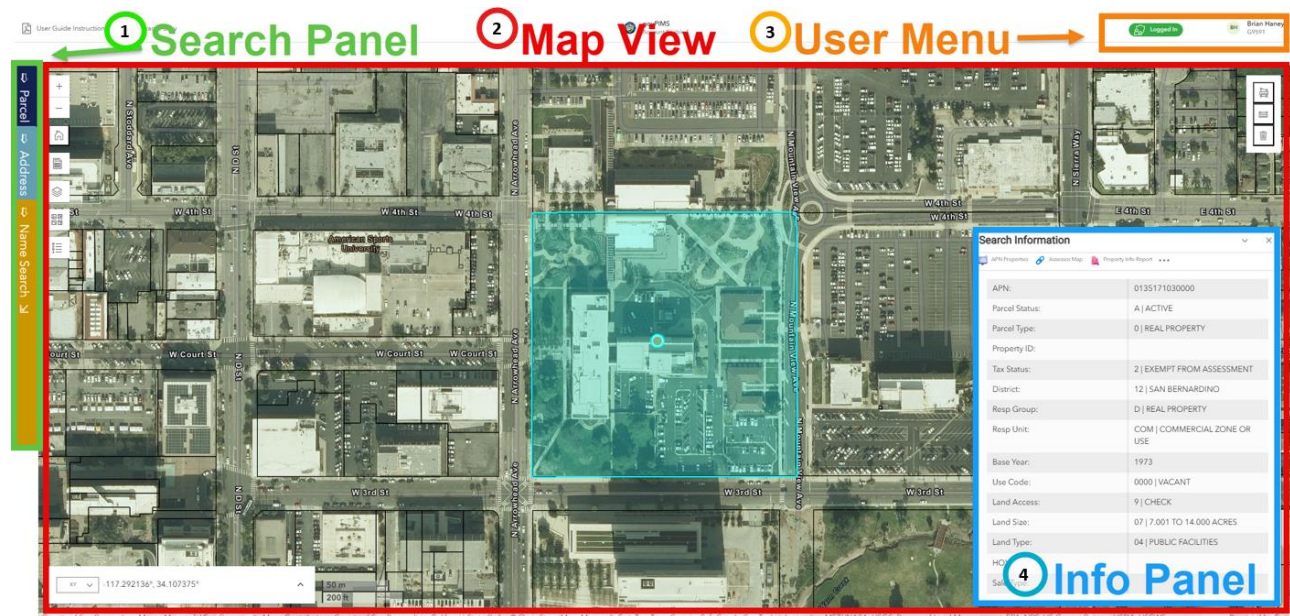


1. Navigate to the portal's homepage. The login link is consistently located in the top right corner of the page.
2. Click into the Username field and enter your assigned credentials.
3. Next, click into the Password field and enter your unique password. Ensure that your input is case-sensitive.
4. Click the "Log In" button or press the "Enter" key on your keyboard to complete the process and access the main system interface.

For security, it is critical to keep login credentials confidential and never share an account. If password issues arise, users should utilize the "Forgot Password" link or contact the ARC-Helpdesk at archelpdesk@arc.sbcounty.gov or (909) 386-8776.

Navigating the Main Interface

Upon successful login, the user is presented with the main interface. The layout is intentionally divided into several key components designed for intuitive operation and a logical workflow.



- 1. Search Panel:** Positioned on the left side of the screen, this panel is the starting point for all queries. It contains options to search for properties by Parcel Number, Address, or Owner Name.
- 2. Map View:** Occupying the central and largest portion of the screen, this interactive map provides the geographic context for all property data. As searches are performed, the map automatically navigates to the selected parcel.
- 3. User Menu:** Located in the top right corner, this area displays the name of the logged-in user and provides access to account settings or logout functions.
- 4. Information Panel:** This panel, which appears on the right after a search is executed, displays high-level summary information for the selected property.

Core Workflow

The design of this interface deliberately guides users through a structured, three-step process. The first step is to find the subject property using the tools in the Search Panel. Once the property is found, the system presents key data in the Information Panel while simultaneously visualizing its location on the map. From this point, users can proceed to the final step: deeper analysis using advanced tools like the "APN Properties" dashboard or data export through the reporting functions.

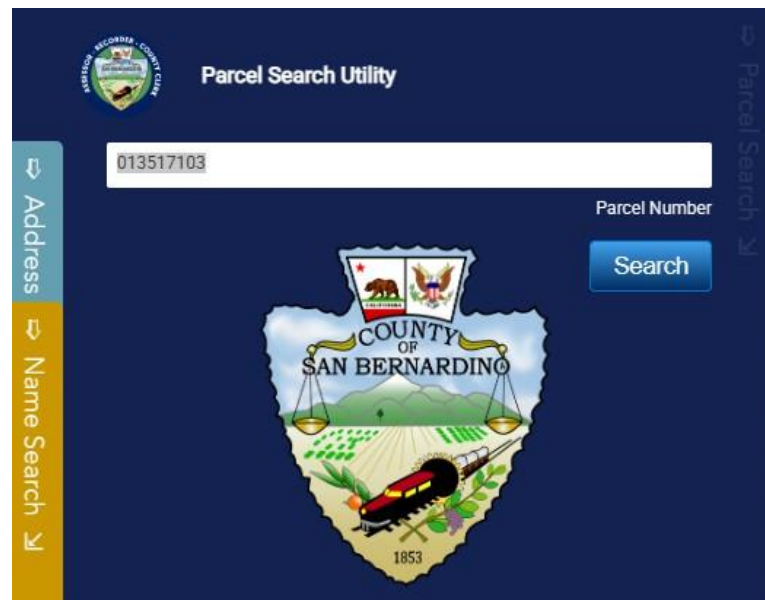
Chapter 1: Locating Property Information: Search Functionality

Understanding Search Methodologies

The govPIMS portal offers three primary methods for locating properties: by Assessor's Parcel Number (APN), by situs (physical address), and by owner name. Each method serves a different purpose and is best suited for specific research scenarios. A parcel search is the most direct and accurate method when the unique APN is known. An address search is useful for locating a property based on its physical location. A name search is designed for inquiries related to property ownership.

Procedure: Parcel Search (APN)

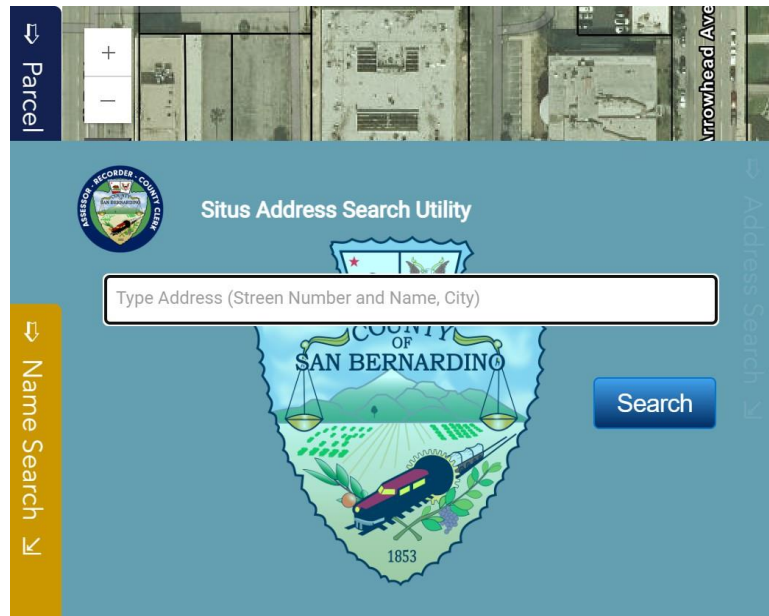
Searching by the Assessor's Parcel Number (APN) is the most precise and unambiguous way to identify a specific property. The APN is a unique numerical identifier assigned to each piece of land by the County Assessor's office for record-keeping and tax purposes.



1. From the main interface, select "Parcel Search" from the navigation options in the left-hand search panel.
2. The "Parcel Search Utility" will appear. Click within the "Parcel Number" input field.
3. Carefully type the full APN of the target property into the field.
4. Click the "Search" button or press the "Enter" key to execute the search. The map will automatically pan and zoom to the corresponding parcel, and the "Search Information" panel on the right will populate with its summary data.

Procedure: Address Search

When a property's APN is unknown, searching by its physical address is an effective alternative. This method uses the property's situs address to find the corresponding parcel.

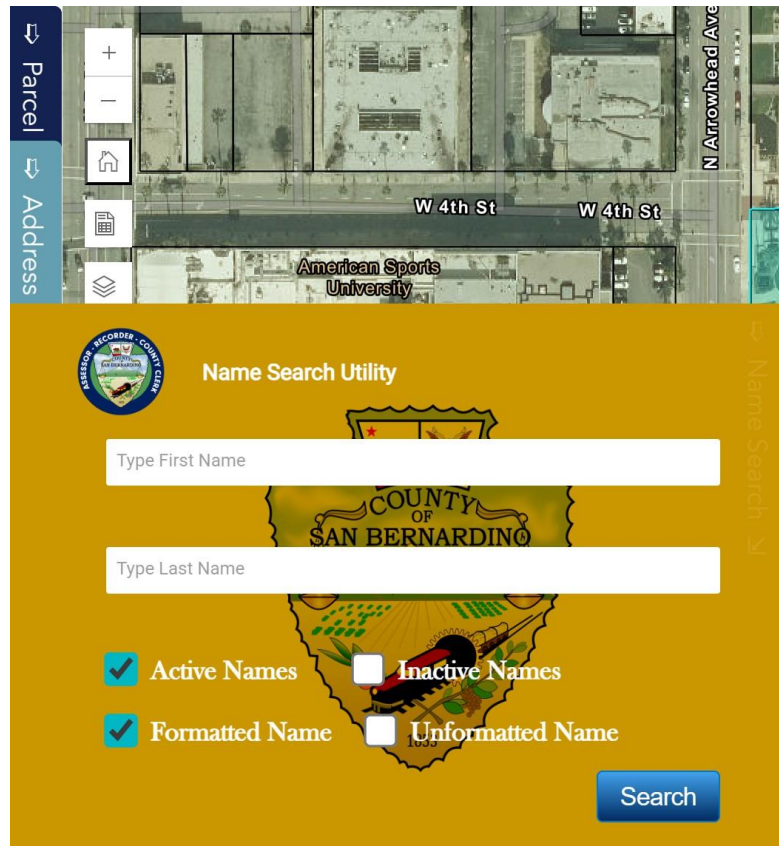


1. In the left-hand navigation panel, click on the "Address Search" option.
2. The "Situs Address Search Utility" will be displayed. In the provided field, enter the property address. For best results, include **only** the street number and street name (e.g., "385 Arrowhead, San Bernardino").
3. Click the "Search" button. The system will process the address, and the map will navigate to the location, highlighting the associated parcel.

To ensure the highest rate of success, it is recommended to use standard address abbreviations recognized by the postal service (e.g., "Ave" for Avenue, "St" for Street).

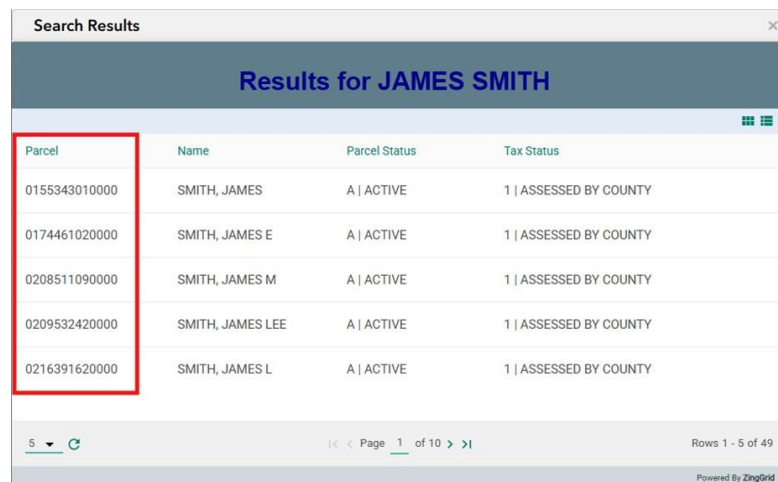
Procedure: Name Search

The Name Search utility allows users to find properties associated with a specific owner. This function is designed not only for simple lookups but also for more complex, investigative research into property ownership.



The screenshot shows the 'Name Search Utility' interface. At the top, there is a map view showing a street intersection with 'W 4th St' and 'N Arrowhead Ave'. Below the map, the utility title 'Name Search Utility' is displayed. There are two input fields: 'Type First Name' and 'Type Last Name'. Below these fields are four checkboxes: 'Active Names' (checked), 'Inactive Names' (unchecked), 'Formatted Name' (checked), and 'Unformatted Name' (unchecked). A blue 'Search' button is located at the bottom right of the utility panel.

1. Select "Name Search" from the left-hand navigation panel to open the "Name Search Utility".
2. Enter the owner's first name and last name into the corresponding fields.
3. Click the "Search" button. The system will return a list of matching results.
4. From the results list, click on any entry to automatically zoom the map to that property's location and display its information.



The screenshot shows the 'Search Results' window with the title 'Results for JAMES SMITH'. The results are displayed in a table with the following columns: Parcel, Name, Parcel Status, and Tax Status. The first row is highlighted with a red box.

Parcel	Name	Parcel Status	Tax Status
0155343010000	SMITH, JAMES	A ACTIVE	1 ASSESSED BY COUNTY
0174461020000	SMITH, JAMES E	A ACTIVE	1 ASSESSED BY COUNTY
0208511090000	SMITH, JAMES M	A ACTIVE	1 ASSESSED BY COUNTY
0209532420000	SMITH, JAMES LEE	A ACTIVE	1 ASSESSED BY COUNTY
0216391620000	SMITH, JAMES L	A ACTIVE	1 ASSESSED BY COUNTY

At the bottom of the window, there is a pagination control showing 'Page 1 of 10' and 'Rows 1 - 5 of 49'. The text 'Powered By ZingGrid' is visible at the bottom right.

Advanced Name Search Filters

The Name Search tool includes powerful filters that transform it from a simple lookup utility into an instrument for detailed historical analysis.

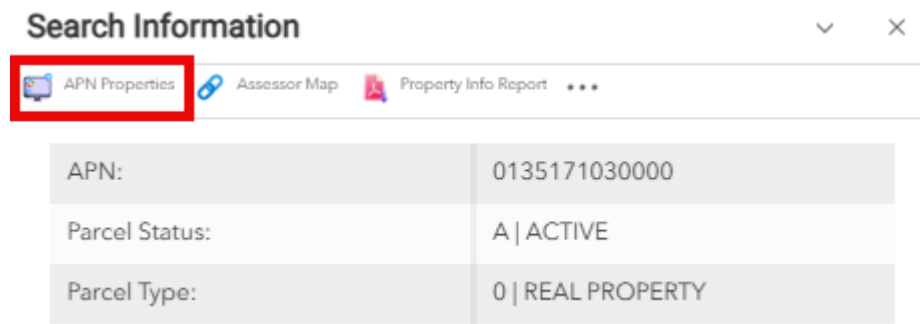
- **Active Names vs. Inactive Names:** By default, the system searches for "Active Names," which correspond to current property owners. However, by selecting the "Inactive Names" checkbox, the search is expanded to include historical owners. This feature is useful for professionals conducting title research, performing environmental due diligence (Phase I ESA), or tracing a property's chain of title through previous owners.
- **Formatted Name vs. Unformatted Name:** This filter addresses a common real-world data challenge: potential inconsistencies in how names are recorded in the database over time. A "Formatted Name" typically follows a standard convention (e.g., LAST, FIRST). Selecting the "Unformatted Name" checkbox allows the system to search for names that may not adhere to this standard format. This provides a crucial fallback for finding records that might otherwise be missed due to data entry variations.

Chapter 2: Comprehensive Parcel Data Analysis: The APN Properties Dashboard

Accessing and Navigating the Pop-up

Once a parcel has been located via search, the pop-up provides access to a comprehensive dashboard containing detailed information beyond the initial summary. This dashboard allows for a deep-dive analysis of a specific parcel using "APN Properties".

1. After a successful parcel search, with the target parcel selected and its details shown in the "Search Information" pop-up, locate and click the "APN Properties" button.
2. This action will launch a new, detailed view, typically as an overlay or modal window. This screen is organized with a series of tabs, with the "Property Info" tab displayed by default.
3. To exit this detailed view and return to the main map interface, click the "x" icon located in the top right corner of the window.



The 'Property Info' Tab: Decoding Key Parcel Data

The "Property Info" tab is the central repository for the most critical data points about a parcel. It is organized into several sections: Property Information, Property Address (Main Situs), Current Owners, and Mailing Address. Many of the fields use internal county codes; the following table translates these codes into plain language and explains their professional relevance.

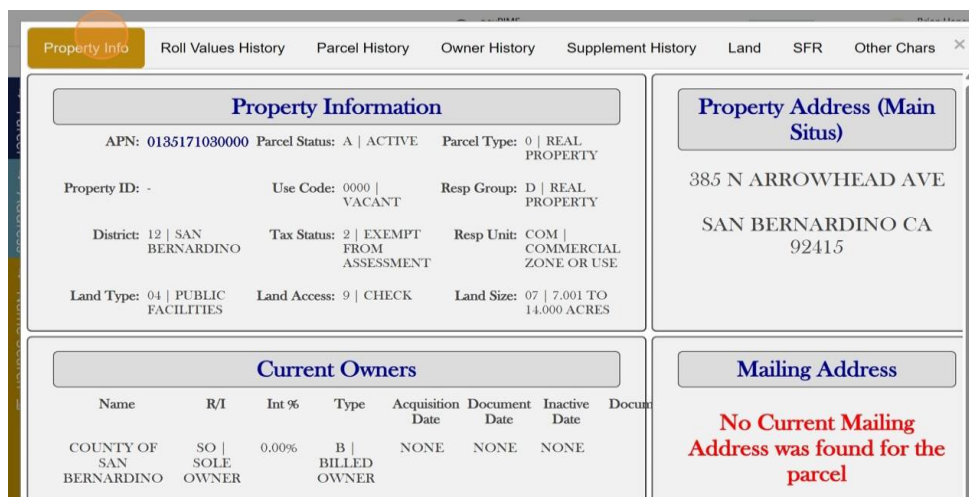


Table 2.1: Field Descriptions for the 'Property Info' Tab

<u>Field Name</u>	<u>Example from Source</u>	<u>Plain-Language Definition</u>	<u>Professional Relevance</u>
APN	0135171030000	The unique, 12-digit identifier for the property parcel.	The primary key for all property records; ensures that you are looking at the correct parcel.
Parcel Status	A ACTIVE	Indicates the current standing of the parcel record. "Active" means it is a valid, current parcel.	Confirms the parcel exists and is recognized in the current assessment roll.
Tax Status	2 EXEMPT FROM ASSESSMENT	Defines the property's status for tax purposes. "Exempt" means no property taxes are levied.	Critical for understanding a property's financial obligations. Essential for appraisers and tax officials.
Use Code	0000 VACANT	A code that describes the primary use of the property.	Informs zoning, planning, and valuation. A vacant parcel is treated differently than a commercial one.
Resp Group	D REAL PROPERTY	An internal code for the group responsible for assessing the property.	An administrative detail is important for internal county users to understand departmental responsibility.
Land Size	07 7.001 TO 14.000 ACRES	A coded range representing the parcel's acreage.	Provides a quick understanding of the property's scale, relevant for development and valuation.

Tracing Parcel History

The APN Properties dashboard is structured to provide a multi-layered narrative of the parcel. While the "Property Info" tab offers a snapshot of the property's present state, the history tabs provide the chronological story of its legal and financial life.

- **Roll Values History:** This tab displays the official assessment history for the selected parcel for the previous four years. Users can view the assessed values for land and improvements, allowing for an analysis of valuation trends over time.
- **Parcel History:** This tab functions as an event log, documenting significant administrative or physical changes to the parcel itself. This can include events such as lot line adjustments, parcel mergers (combinations), or splits (subdivisions).
- **Owner History:** This tab presents a chronological list of all recorded past owners of the parcel. This information is fundamental for any due diligence process, particularly for title research and verifying the chain of ownership.
- **Supplement History:** This tab provides a record of any supplemental tax bills issued for the parcel. Supplemental bills are generated when a property is reassessed during the fiscal year, typically triggered by a change in ownership or the completion of new construction.

Examining Physical Characteristics

The physical attributes of the parcel and any structures on it are detailed in a series of "Characteristics" tabs. This section describes the physical reality on the ground.

- **Land:** This tab contains data specific to the physical land. Information includes the official zoning designation, lot depth and width, gross and net acreage, and the availability of essential utilities such as sewer, water, and electricity.
- **SFR (Single-Family Residence):** This tab is dedicated to characteristics of a single-family home, if one exists on the parcel. Details typically include square footage, year built, number of bedrooms and bathrooms, and other residential features. If no data is found, it indicates the parcel is not classified as a standard single-family residence.
- **Other Chars (Other Characteristics):** This tab serves as a repository for any additional recorded characteristics that do not fit into the standard Land or SFR categories. This could include details about commercial buildings, agricultural structures, or other unique property improvements.

Chapter 3: Generating Reports and Exporting Data

Overview of Reporting Functions

The govPIMS portal includes a powerful suite of reporting tools that allow users to export on-screen data into formatted, downloadable documents and bulk data files. These functions serve two distinct professional needs: micro-level documentation for specific property files and macro-level analysis for market intelligence.

On-Demand Single-Parcel Reporting

For any selected parcel, a variety of specific reports can be generated directly from the "Search Information" panel. After a parcel is selected, the reporting options are available via direct buttons or within the "More" dropdown menu in the main information panel.

- **Assessor Map:** Clicking the "Assessor Map" button opens a new browser tab that displays the official, scaled Assessor's map page for the parcel, showing its precise boundaries, dimensions, and relationship to surrounding parcels.
- **Property Info Report:** Clicking "Property Info Report" generates a clean, printable summary of the key data found on the "Property Info" tab, ideal for inclusion in property files.
- **Prior Roll Values Report:** To access this report, click "More" and then select "Prior Roll Values Report." This generates a document detailing the parcel's assessment history.
- **APN History Report:** Accessible via the "More" menu, the "APN History Report" provides a formal record of significant value-changing events that have occurred on the parcel.
- **Owner History Report:** Available under "More," the "Owner History Report" creates a formatted document listing the prior owners of the parcel, suitable for title research documentation.
- **Prior Supplemental Report:** Accessed through the "More" menu, this report documents any historical supplemental tax bills associated with the property.
- **Characteristics Report:** By clicking "More" and selecting "Characteristics Report," users can generate a document summarizing the physical land and building data from the characteristic's tabs.


The 'Entire Package Report'

For maximum efficiency, the portal offers a consolidated reporting option that combines all individual reports into a single document.

Click the "More" dropdown menu and select "Entire Package Report." This action generates and downloads a comprehensive PDF file that includes the Property Info, Roll Values, APN History, Owner History, Supplemental, and Characteristics reports in one convenient package. This "one-click" feature is a significant time-saver, streamlining the process of creating a complete due diligence file for a property.

Bulk Data Download



Beyond single-parcel lookups, the portal facilitates macro-level analysis by enabling the download of large property datasets. This feature is designed for analysts, developers, and researchers who need to identify trends, find all properties meeting certain criteria, or perform market-wide analysis.

1. Locate and click the "Report Download" icon  in the top left of the interface.
2. This opens the "County Parcel Data Bulk Download" window.
3. Use the "City Selection Filter" dropdown menu to either select a specific municipality or leave the default setting to download data for the entire county.
4. Click the "Download Report" button to generate and download a data file (typically in a format like CSV or a spreadsheet) containing the APNs and associated data for all parcels within the selected jurisdiction.

Chapter 4: Mastering the Interactive Map Tools




Map Navigation and Views

The portal provides several tools to efficiently control the map view, ensuring users can easily focus on their area of interest or regain a broader perspective.


- **Zoom to Parcel:** After performing a search, if the map view is not perfectly centered or framed, click the "More" menu in the information panel and select  Zoom to. This will adjust the map to a tight, optimized view of the selected parcel.
- **Return to County View:** To reset the map from a zoomed-in view back to the full extent of San Bernardino County, click the  icon in the map navigation controls. This is useful for starting a new search in a different area.

The Measurement Toolkit

The portal includes a set of intuitive tools for performing measurements directly on the interactive map. These tools empower users to answer basic spatial questions and facilitate rapid initial assessment. It is important to note that these tools are for estimation and preliminary analysis, not for official surveys.¹

- **Measure Area:** Click the polygon  icon to activate the area measurement tool. Click points on the map to draw the vertices of a shape. As you draw, the system will dynamically calculate and display the enclosed area, typically in square feet.
- **Measure Distance/Length:** Click the ruler  icon to activate the distance tool. Click a starting point and an ending point on the map to measure the linear distance between them. The tool will display the measurement in relevant units, such as feet and miles.
- **Clear Measurements:** After performing measurements, click the trash can  icon to remove all measurement graphics and calculations from the map, restoring a clean view.

Customizing the Map with Data Layers

Users can customize the information displayed on the map by toggling various data layers on or off. This allows for a tailored view focused on the most relevant information for a given task, such as confirming a property's jurisdiction. To begin, click the "Layers"  icon to open the map layers panel.


Available Layers:

- **Show/Hide Property Lines:** This toggle controls the visibility of the parcel boundary lines on the map. Turning them off can provide a cleaner view of the underlying aerial imagery.
- **Show/Hide Cities:** This option toggles the visibility of municipal boundary lines and city labels, which is useful for understanding a property's jurisdictional context.

- **Show/Hide San Bernardino County Boundary:** This toggles a bold outline of the entire county, providing a clear visual reference for the overall service area.

Interpreting the Map Legend

To understand the various colors, symbols, and patterns used on the map, users can consult the map legend.

Click the "Legend"  icon to display the legend panel. The legend provides a key that defines the map's symbology. For example, it will show which color corresponds to which city, ensuring that the visual information presented on the map is interpreted correctly and without ambiguity.

Appendix A: Glossary of Key Terms

- **APN (Assessor's Parcel Number):** A unique alphanumeric identifier assigned to each parcel of real property by the County Assessor for identification and taxation purposes.
- **GIS (Geographic Information System):** A system designed to capture, store, manage, analyze, and present all types of geographic and spatial data.
- **Roll Value:** The value of a property as assessed by the County Assessor for the purpose of levying property taxes. This is often broken down into land value and improvement (building) value.
- **SFR (Single-Family Residence):** A classification for a property type consisting of a standalone residential building designed for one family.
- **Situs:** The physical, geographic location of a property; its street address.
- **Supplemental Bill:** A property tax bill that is issued outside of the regular annual tax cycle, typically generated due to a mid-year change in ownership or the completion of new construction that triggers a reassessment of the property's value.

Appendix B: Quick Reference Guide (QRG)

Common Workflow 1: Search for a Property by APN

1. Click "Parcel Search" on the left panel.
2. Enter the full APN into the "Parcel Number" field.
3. Click "Search".

Common Workflow 2: Search for a Property by Address

1. Click "Address Search" on the left panel.
2. Enter the full situs address.
3. Click "Search".

Common Workflow 3: Generate a Complete Property File

1. Search for and select a parcel using APN or Address.
2. In the "Search Information" panel on the right, click "More."
3. Select "Entire Package Report" to download a comprehensive PDF.

Common Workflow 4: Measure an Area on the Map

1. Click the polygon icon in the map tools.
2. Click on the map to draw a shape around the area of interest.
3. View the calculated area.
4. Click the trash can icon to clear the measurement.