

# FLINT PROPERTY PORTAL USER GUIDE

The purpose of the Flint Property Portal is to **increase public access to property information** in order to strengthen **engagement, transparency, and trust** between residents and local government in Flint.

We launched the Flint Property Portal so the public will be **more informed and better able to hold us, as government, accountable.**

[FLINTPROPERTYPORTAL.COM](http://FLINTPROPERTYPORTAL.COM)



*This Flint Property Portal is delivered to you by the Genesee County Land Bank Authority and the City of Flint as part of their commitment to increasing the public's access to information and ensuring governmental transparency and accountability.*

## About the Flint Property Portal

The Flint Property Portal was launched by the Genesee County Land Bank Authority and the City of Flint in 2017. The purpose of the Portal is to increase public access to property information in order to strengthen engagement, transparency, and trust between residents and local government in Flint.

The Portal was outlined and recommended by the Beyond Blight: City of Flint Comprehensive Blight Elimination Framework in 2015. Who owns the vacant house across the street? Why hasn't the Land Bank demolished that house on the corner? How can I let the Land Bank know that the house next door has deteriorated?

The Land Bank and the City of Flint have heard feedback from the public about property information for years. In response, we launched the Flint Property Portal so that the public will be more informed and better able to hold us, as government, accountable.

## What does the Flint Property Portal do?

**Property Lookup:** The Portal contains a profile for every property in Flint. Each property profile includes a photograph and up to 40 pieces of property specific information. Users can lookup the profile for any property in Flint by locating it on the Flint map or entering its address or parcel ID number in the search toolbar.

**Property Update:** Property conditions in Flint change overnight. Meanwhile, the Land Bank and the City of Flint use the information that they have to make decisions every day. Users can report property changes through the Property Update feature to keep the Land Bank and City informed. Users can also report their community work, including boarding, trash removal, and mowing by sending a Maintenance Message.

**Map Making:** The Portal gives users the ability to map property information. Users can create their own mapping criteria for any area within Flint, small or large.

## What are some things the Flint Property Portal can tell me?

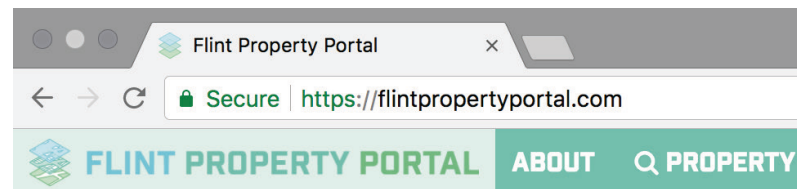
*Who owns that house?*

*How can I get a list of properties for sale by the Land Bank?*

*Can I report my vacant property cleanup work to the City?*

*When is that house going to be demolished?*

This information and more is now easily accessible thanks to the Flint Property Portal!



## Welcome to the Flint Property Portal!

You can look up information for properties in Flint, Michigan such as ownership, value, and condition. You can also make maps for your neighborhood, ward, or custom area. This site is delivered to you by the Genesee County Land Bank Authority and the City of Flint as part of their commitment to increasing the public's access to information and ensuring governmental transparency and accountability.

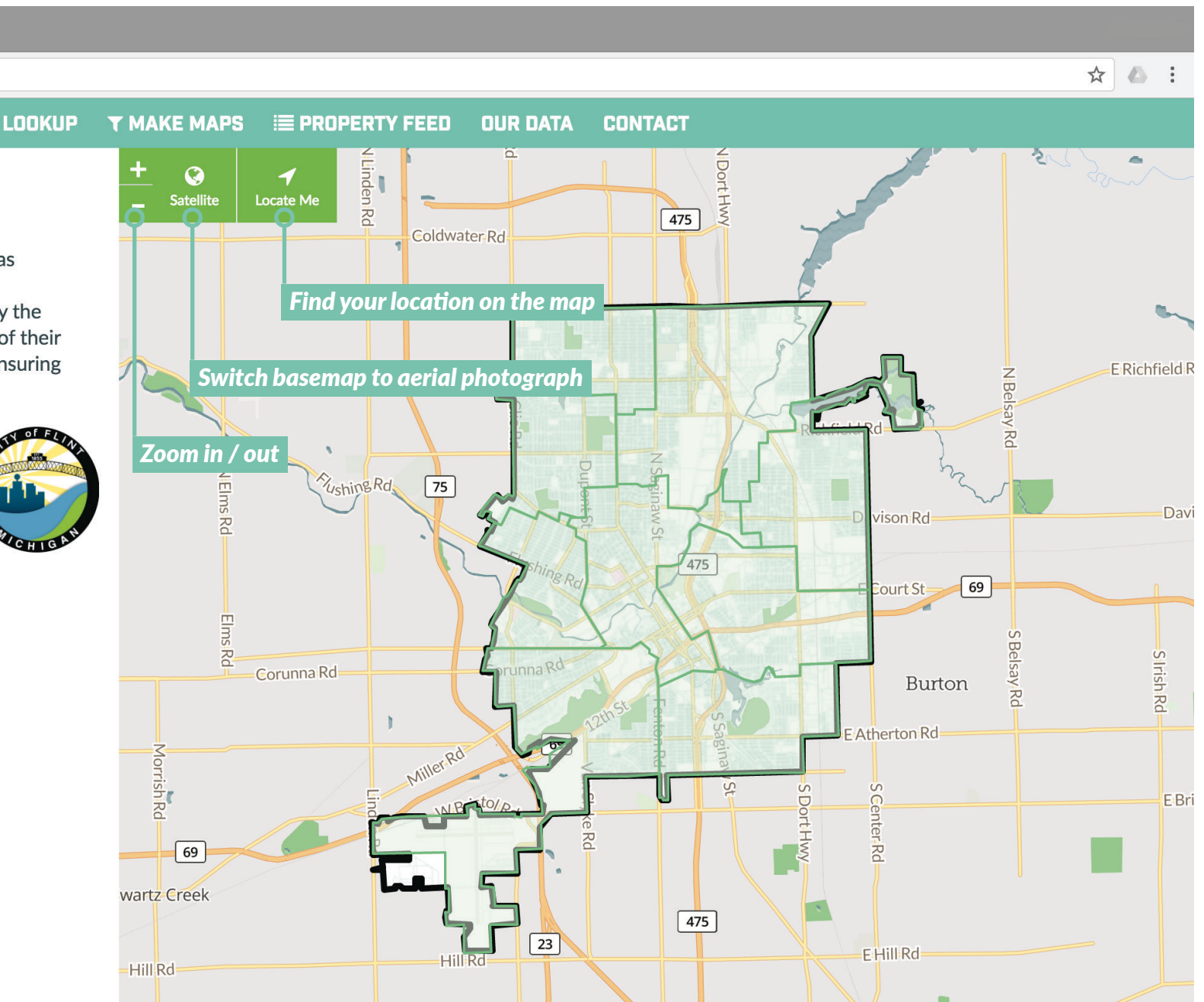


## How do I get in touch with the Flint Property Portal team?

If you have questions about the Portal, you can send a message to us through the form on the "Contact" page.

## How can I submit condition or maintenance updates without visiting the site?

You don't have to be online to contribute to the site! Call the City of Flint Blight Elimination Division at (810) 237-2090 to report any property updates and community maintenance over the phone.



## How do I find information on a specific property?

To bring up a list of the data associated with a property, you can either:

Type the address or parcel ID number into the search bar at the top of the page:

**354 E Pulaski St**  
 Flint, MI

GENESEE COUNTY LAND BANK

**663 E Pulaski St**  
 Flint, MI

BELL, RAYMOND E & BETTY J

**605 E Pulaski St**  
 Flint, MI

JONES, BEATRICE

**653 E Pulaski St**  
 Flint, MI

WILSON, JAY H & WF ANNIE L

**513 E Pulaski St**  
 Flint, MI

PUGH, THOMAS E & WF ERMA D

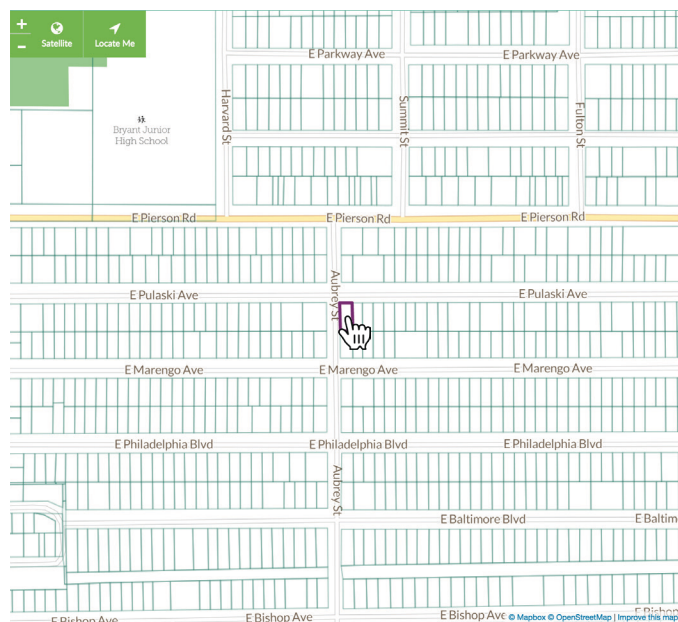
**340 E Pulaski St**  
 Flint, MI

HILL, LAURA M

**514 E Pulaski St**

HENRY, RUTHANN &

Find the property on the map and select it by clicking on that property:



## What information can I find on a property?

Once you've selected a property, the sidebar will display imagery of that property along with a list of its relevant attributes.

For more information on this data including definitions and sources, click the "Info" button next to each entry or see the data glossary on the next page of this guide.

### 354 E Pulaski St



Street photo: September 16 2017

#### Property Update

Does the information for this property need to be updated? If so, send us up-to-date information now by completing a quick Property Update by clicking the button above.

Parcel Number	46-36-227-001	<a href="#">?</a>
Zip Code	48505	<a href="#">?</a>
Future Land Use	Green Neighborhood	<a href="#">?</a>
Structure on Property	Yes	<a href="#">?</a>
Building Condition	Sub-Standard	<a href="#">?</a>
Occupancy Status	Vacant	<a href="#">?</a>
Use	Residential	<a href="#">?</a>
Owner Name	GENESEE COUNTY LAND BANK	<a href="#">?</a>
Owner Address	452 S SAGINAW ST 2ND FL, FLINT, MI, 48502	<a href="#">?</a>
Publicly Owned	Yes	<a href="#">?</a>
Parcel Size (Acres)	0.09	<a href="#">?</a>
City Ward	Ward 1	<a href="#">?</a>
Census Tract	6	<a href="#">?</a>
Census Block Group	Block 4001	<a href="#">?</a>
Current Zoning District	A-2	<a href="#">?</a>
Draft Zoning District	GN-1	<a href="#">?</a>
Listed for Sale by the Land Bank	Residential	<a href="#">?</a>
Tall Grass	No	<a href="#">?</a>
Trash and/or Debris	No	<a href="#">?</a>

## How do I complete a Property Update?

If you notice any property information that is inaccurate or outdated, you can update the Property Portal's records, including whether there is a structure, tall grass, and trash or debris on the property.

Click the "Property Update" link:

Property Update

Does the information for this property need to be updated? If so, send us up-to-date information now by completing a quick Property Update by clicking the button above.

Use the "yes" or "no" buttons to answer the prompts, including whether there is a structure, tall grass, and trash or debris on the property:

Property Update

structure\_on\_property

Is there a structure on the property?

Yes No

Upload a photo

Submit Survey

If there has been a change in the property condition, you can upload an updated photo of the property by clicking on "Upload a photo" and selecting it from a folder on your computer

Property Update

structure\_on\_property / occupancy\_status / roof / exterior\_walls / foundation\_baseament / Are the letters "c/p" painted on the property? / fire\_damage / suggested\_demolition / Do you want to suggest a new Building Condition? / tall\_grass / trash\_and\_or\_debris / abandoned\_vehicle / Click the camera icon to take a photo of the property now

Click the camera icon to take a photo of the property now.

Next Question

Upload a photo

Submit Survey

You can also leave a message to tell us about any other issues or nuisances the property might pose.

Property Update

structure\_on\_property / occupancy\_status / roof / exterior\_walls / foundation\_baseament / Are the letters "c/p" painted on the property? / fire\_damage / suggested\_demolition / Do you want to suggest a new Building Condition? / tall\_grass / trash\_and\_or\_debris / abandoned\_vehicle / Click the camera icon to take a photo of the property now / notes

Anything else you want to share about the property (optional)?

Next Question

354 pulaski.jpg attached!

Submit Survey

Once you've completed the prompts, click the "Submit Survey" button and the information will be delivered for review and appear on the Property Feed page once it is verified.

Ready to Submit

Upload a photo

Submit Survey

## How do I complete a Maintenance Message?

If you or anyone you know has cleaned-up a vacant property by mowing the grass, removing, trash, or boarding open windows, let us know by submitting a quick Maintenance Message.

Click the "Maintenance Message" link and follow the same directions as the "Property Update"

Maintenance Message

Have you cleaned-up this property by mowing the grass, removing, trash, or boarding open windows? If so, let us know by submitting a quick Maintenance Message by clicking the button above.

## ***Where does the data come from and how up-to-date is it?***

The Flint Property Portal is made-up of City of Flint and Genesee County Land Bank Authority data. For this site, the City of Flint and the Land Bank have strategically collected and combined more than sixty data points for each of the 56,000 properties that comprise Flint, more than 4 million pieces of property information in total. The Land Bank and the City of Flint maintain this data and use it on a daily basis to make decisions.

### ***Your Neighborhood Inventory***

The Your Neighborhood Inventory is an initiative that annually engages community-based organizations in property condition information in Flint. The Inventory is offered through a partnership between the Community Foundation of Greater Flint and the City of Flint. The City of Flint identifies inventory needs, develops data collection tools, and engages with participating groups on data collection and use. The Community Foundation of Greater Flint selects participating groups through an application process and awards to each group a \$500 mini grant. This unprecedented endeavor provides citywide property condition information that is consistent and current. The initiative began in 2012 as part of the Imagine Flint Master Plan process. Since 2012, community-based organizations in Flint have received more than \$70,000 in mini grants and conducted five citywide inventories, including two housing condition assessments, one commercial property condition assessment, a sidewalk audit, and a lighting audit. The initiative has been recognized nationally as a model for participatory planning and community engagement. The data that is collected through the Inventory is presented here through the Flint Property Portal. For more information on the Your Neighborhood Inventory contact [kschronce@cityofflint.com](mailto:kschronce@cityofflint.com) at the City of Flint or [lwilliams@cfigf.org](mailto:lwilliams@cfigf.org) at the Community Foundation of Greater Flint.

## ***How can I download the datasets used in the portal?***

You can request data that feeds the Flint Property Portal by e-mailing [flintgis@cityofflint.com](mailto:flintgis@cityofflint.com). Please include your name, organizational affiliation (if applicable), and potential data use and allow five business days for e-mail inquiry replies.

## ***What do the different terms mean?***

### ***Boarded by the Community***

The month and year of vacant property boarding work (securing windows and/or doors with boards) reported by the community

### ***Building Condition***

The condition of structures according to the City of Flint's four-point building condition scale

### ***Census Block Group***

The smallest geographic unit used by the United States Census Bureau for tabulating all census information

### ***Census Tract***

A geographic unit used by the United States Census Bureau, comprised of multiple census block groups, which generally encompasses between 2,500 and 8,000 people

### ***City Ward***

One of nine local authority areas for electoral purposes

### ***Cleaned-up by the Community***

The month and year of vacant property cleanup work reported by the community

### ***Community Maintenance Commitment***

Vacant properties that are being cared for (grass mowing and trash removal at a minimum) by the community on an ongoing basis

### ***Current Zoning District***

Current zoning designations that permit development of varying natures throughout the city

### ***Demolition Status***

**Completed:** structure(s) formerly on the property were demolished and all grading, seeding, and final inspections were completed

**Funded:** structure(s) on the property are planned for demolition and funding has been allocated to complete the work

**Land Bank Listed: Not Funded:** the Genesee County Land Bank Authority is seeking funding to demolish structure(s) on the property

*City Listed: Not Funded:* structure(s) on the property went through the City of Flint's standard motion process for demolition after being inspected by officials from the City of Flint Building & Safety Division

### **Draft Zoning District**

Proposed future zoning designations that permit development of varying natures throughout the city

### **Fire Damage**

Properties that have visible exterior fire damage reported by the community

### **Future Land Use**

Future land-use designations that chart the community vision of the Imagine Flint Master Plan for a Sustainable Flint

### **Land Bank Lots Available**

*Adopted:* vacant lots owned by the Genesee County Land Bank that are adopted and cared for by community members annually

*Leased:* vacant lots owned by the Genesee County Land Bank that are leased and cared for by community members for 2 – 5 years

*Side Lot:* vacant lots formerly owned by the Genesee County Land Bank Authority that were purchased by adjacent homeowners

### **Listed for Sale by the Land Bank – Commercial**

Improved properties listed for sale by the Land Bank for commercial use

### **Listed for Sale by the Land Bank – Residential**

Improved properties listed for sale by the Land Bank for residential use

### **Mowed by the Community**

The month and year of vacant property mowing reported by the community

### **Occupancy Status**

*Occupied:* individuals are residing in the house on the property (residential properties) or the property is in open for business (commercial properties)

*Vacant:* individuals are not currently residing in the house on the property (residential properties) or the property is not open for business (commercial properties)

### **Owner Address**

The full address of the property owner

### **Owner Name**

The full name of the property owner

### **Parcel Number**

The ten-digit number that identifies the property

### **Parcel Size**

The size of the property in acres

### **Projected Demolition Date**

The estimated date, month and year, for the demolition of one or more structures on the property

### **Publicly Owned**

Properties owned by public agencies

### **State Equalized Value**

The assessed value of the property, equal to roughly 50% of the market value

### **Street Address**

The street address for the property

### **Structure on Property**

Yes: improved properties – those that contain one or more structures

No: unimproved properties – those that do not contain a structure

### **Suggested Demolition**

Vacant properties that were suggested for demolition by the community

### **Tall Grass**

Vacant properties that were reported by the community to have tall grass

### **Trash and/or Debris**

Vacant properties that were reported by the community to have trash and/or debris

### **Use**

The current use of the property

### **Zip Code**

The zip code for the property

## How do I use the pre-made maps?

At the top of the sidebar, you will find these six pre-made maps displaying information that is commonly requested by the Flint community.

**Community Maintenance:** status of properties maintained by the community

**Demolition Status:** status of properties completed, funded, or listed for demolition

**Future Land Use:** land-use designations that chart the community vision of the Imagine Flint Master Plan

**Land Bank Buildings for Sale:** improved properties listed for sale by the Land Bank

**Property Condition:** property condition according to YOUR Neighborhood Inventory property inventories

**Property Type:** presence of building or vacant lot

**Publicly Owned:** ownership status of properties

## How do I find statistics for properties within a specific boundary?

To view the Flint Property Overview charts within a specific boundary, you have several options.

Click the "Start Making Your Map" button and then click the "Optional: choose a boundary" button to select a boundary type from the drop-down menu:

1. Choose your boundary (optional)

Optional: select a boundary ▾

Focus Areas  
Zip Codes  
Census Tracts  
City Wards  
Flint Sections  
None  
Draw a layer

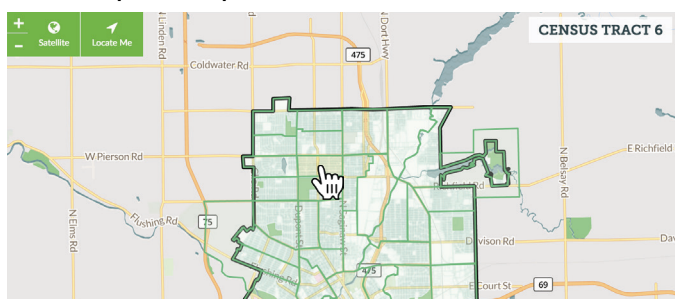
Criteria

Select value(s)

Select value(s)

Select value(s)

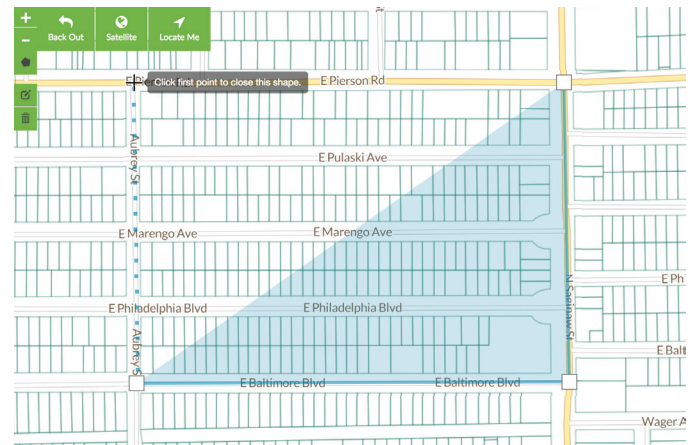
This brings up a layer on the map that you can click to select a specific zip code, census tract, ward, or section:



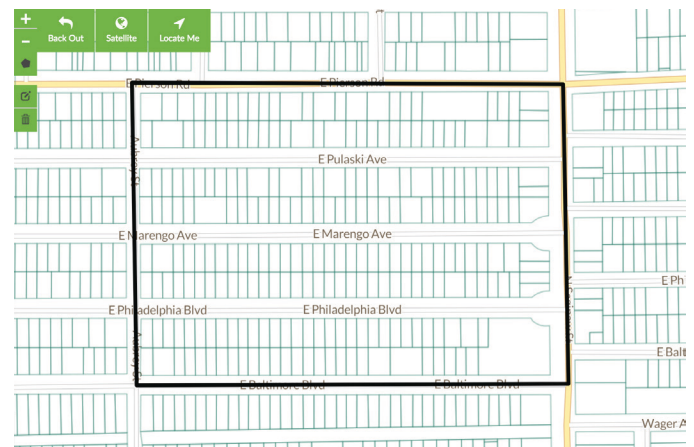
## How do I draw a custom boundary?

To draw your own boundary, select "draw a layer" from the "choose a boundary" drop-down menu and click on the map to draw the outline of your boundary.

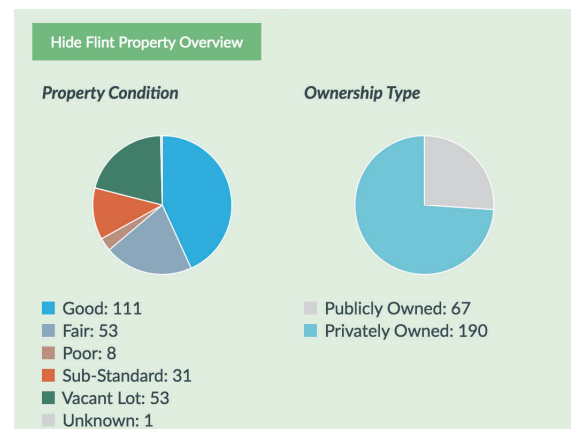
Click on the map to continue drawing your boundary:



Click on the first point to close the boundary:



You can now navigate to the bottom of the sidebar on the right and click the "Show Flint Property Overview" button to see charts and statistics for your specified area:



## How do I search for properties that meet specific criteria?

Let's assume you're looking for properties within the boundary drawn on the previous page that contain an existing structure that is in good condition and is for residential use.

Click on the field next to Structure on Property that says "Select value(s)" and click on "Yes":

Structure on Property	Select value(s)
Building Condition	Yes
Use	No
	Select value(s)

Do the same for the Building Condition and Use fields, then click on the "Search" button at the bottom of the sidebar — this will bring up a new layer of all properties which meet these criteria:

**Make Your Own Map**

Make your own map by choosing from dozens of different property options. You can map information for the entire city or choose your own area of focus.

1. Choose your boundary (optional)

Optional: select a boundary ▼

2. Choose your map criteria

Zip Code

Future Land Use

Structure on Property

Building Condition

Use

State Equalized Value

Owner Name

Found 106 results.

## How do I download a list of addresses from my search?

Once you've made a search of properties, you can download a spreadsheet which lists all addresses that meet your criteria within a selected boundary.

Click on the "Download Property List" button at the bottom of the sidebar to download a spreadsheet:

Found 106 results.



## What is the Flint Property Portal app?

The Flint Property Portal app is a more basic version of the website. The app is comprised of the two most essential components of the Portal – the Property Lookup and the Property Update.

## What surveys can I submit?

### Property Update

Notifies the City and Land Bank if there is a change in any property information such as condition, unkempt grass, trash, or other blight issues.

### Maintenance Message

Reports any community work, including boarding, trash removal, and mowing to the Land Bank.

### 1) Property Lookup

Search for an individual property by entering in the street address or the parcel ID

### 2) Selected Parcel

Highlights your selected parcel with a blue outline (either tap on or search for a property to select)

### 3) Your Location

Shows your location within the map

### 4) Locator

Re-center the map to your current location

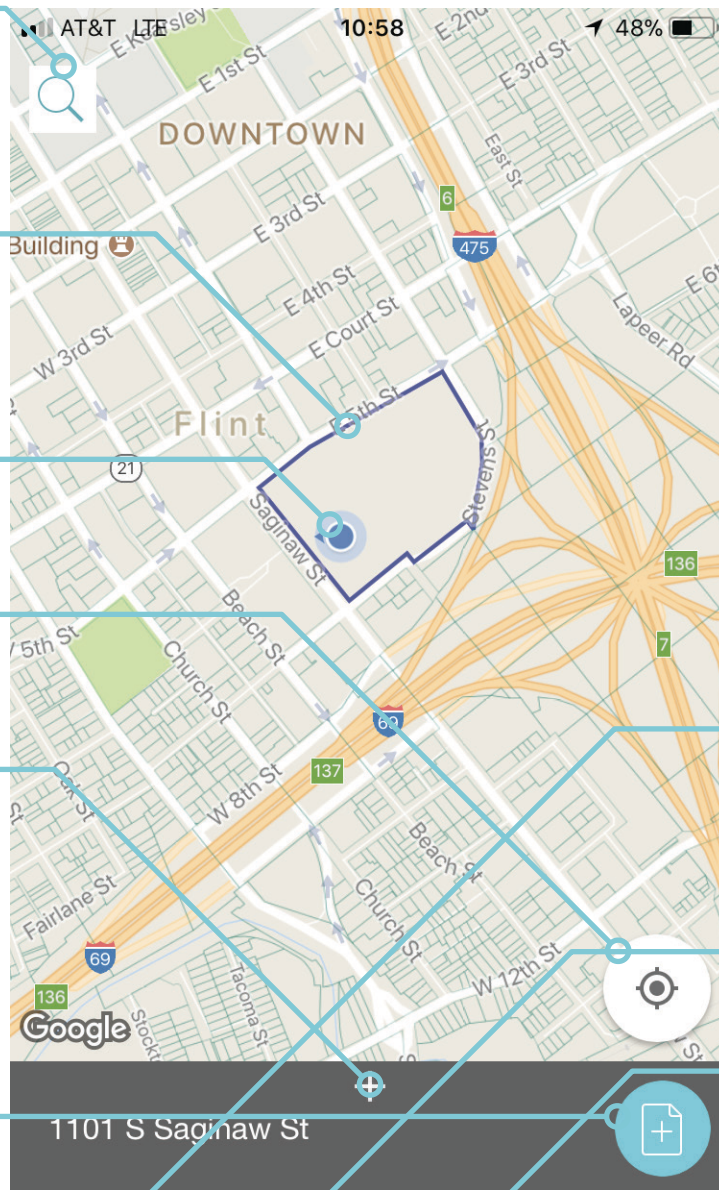
### 5) Property Profile

View property details by tapping on the ^ icon (to return to the map tap the v icon)

Note: on iOS devices, the arrow is replaced with a + icon

### 6) Start Survey

Submit a survey for the selected property



### 7) Map Viewer

View the interactive map, zoom in/out, and move within the map to select properties

### 8) Survey Selection

Switch between surveys

### 9) Posts

Track submitted surveys (a check-mark will appear next to each post once it has been uploaded)

### 10) User Account

Log-in for City or Land Bank staff only



Download on the  
**App Store**



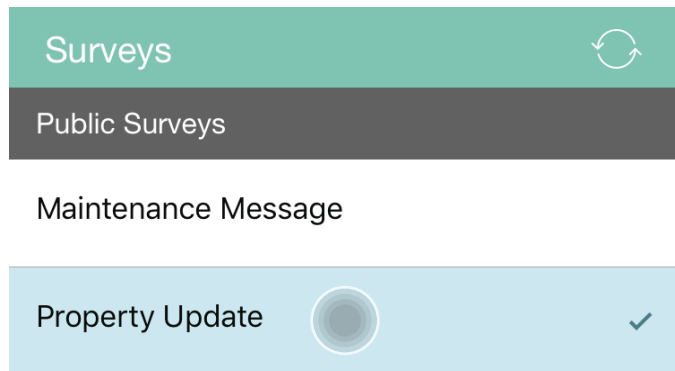
GET IT ON  
**Google Play**



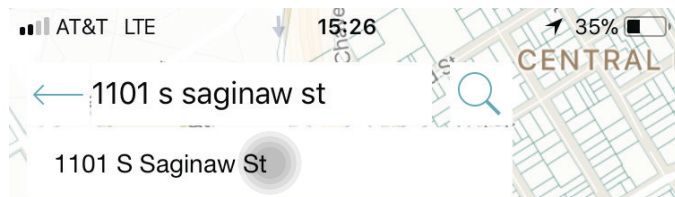
## How do I submit a survey using the app?

The first step is deciding which survey you'd like to submit. Let's say that you would like to submit a Property Update. Click on the "Start Survey" icon (#6) to bring up the survey menu.

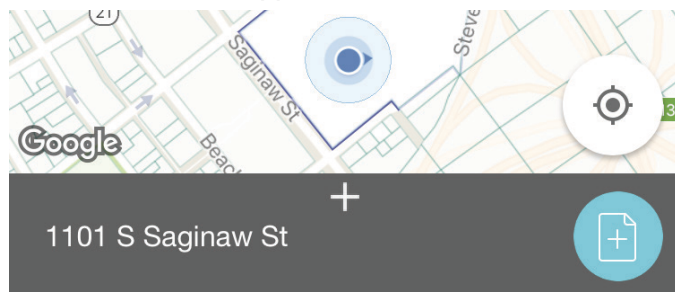
Click on the "Property Update" tab:



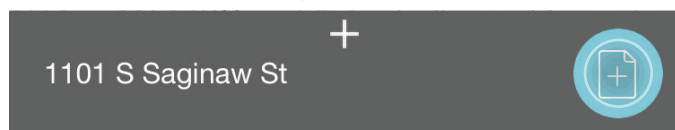
Either select a parcel by tapping on it on the map or using the search bar (#1):



Once selected, the parcel will be highlighted in blue and its address will appear on the bottom of the screen:



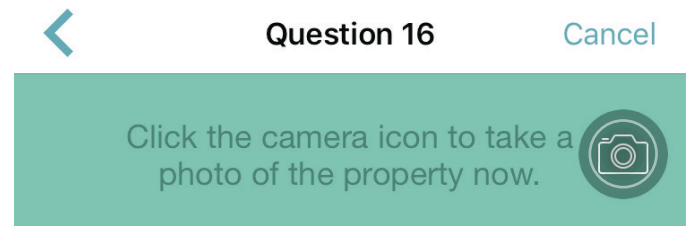
To start surveying the selected parcel, click on the "Start Survey" icon (#6):



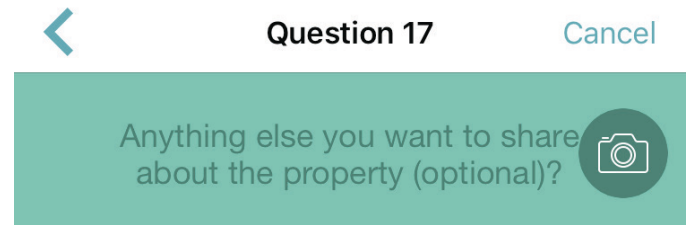
Use the buttons to answer the prompts, including whether there is a structure, tall grass, and trash or debris on the property:



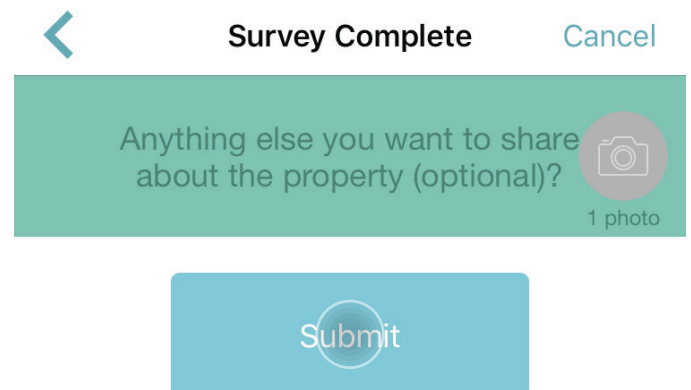
You may upload an updated photo of the parcel by clicking on the camera icon and tapping "Use Photo" at the bottom of the screen:



You can also leave a message to tell us about any other issues or nuisances the property might pose:

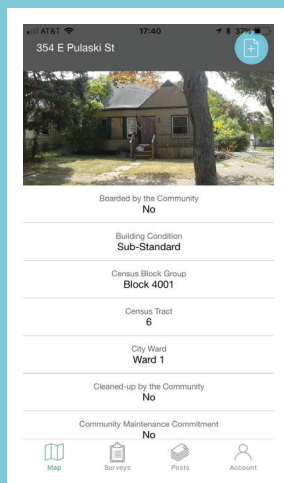


Once you've completed the prompts, click the "Submit" button and the information will be delivered for review and appear on the "Posts" menu (#9):



## FLINT PROPERTY PORTAL MOBILE APP

*The Flint Property Portal app for your iOS or Android device makes it easy to update property conditions and view property information on the go!*



*Thank you to the Charles Stewart Mott Foundation, Local Initiatives Support Corporation, and the Community Foundation of Greater Flint for your generous financial support that made the Flint Property Portal possible.*