

[Basic User Guide for Getting Stated with BOLD](#)

BOLD is an online, interactive, parcel-based data information system. You can access the website here: <https://bniajfi.org/bold/>. The following guide will help you get started with using BOLD.

- *Please note: This website has been optimized to work with Chrome and Firefox browsers. We do not recommend using Internet Explorer.*

1. Welcome

When the webpage has loaded, you will be greeted by a Welcome screen (See Figure 1). This screen provides some general information about who BOLD is for and where our data comes from. Click on “OK” or anywhere on the screen to close the welcome message and enter the homepage.

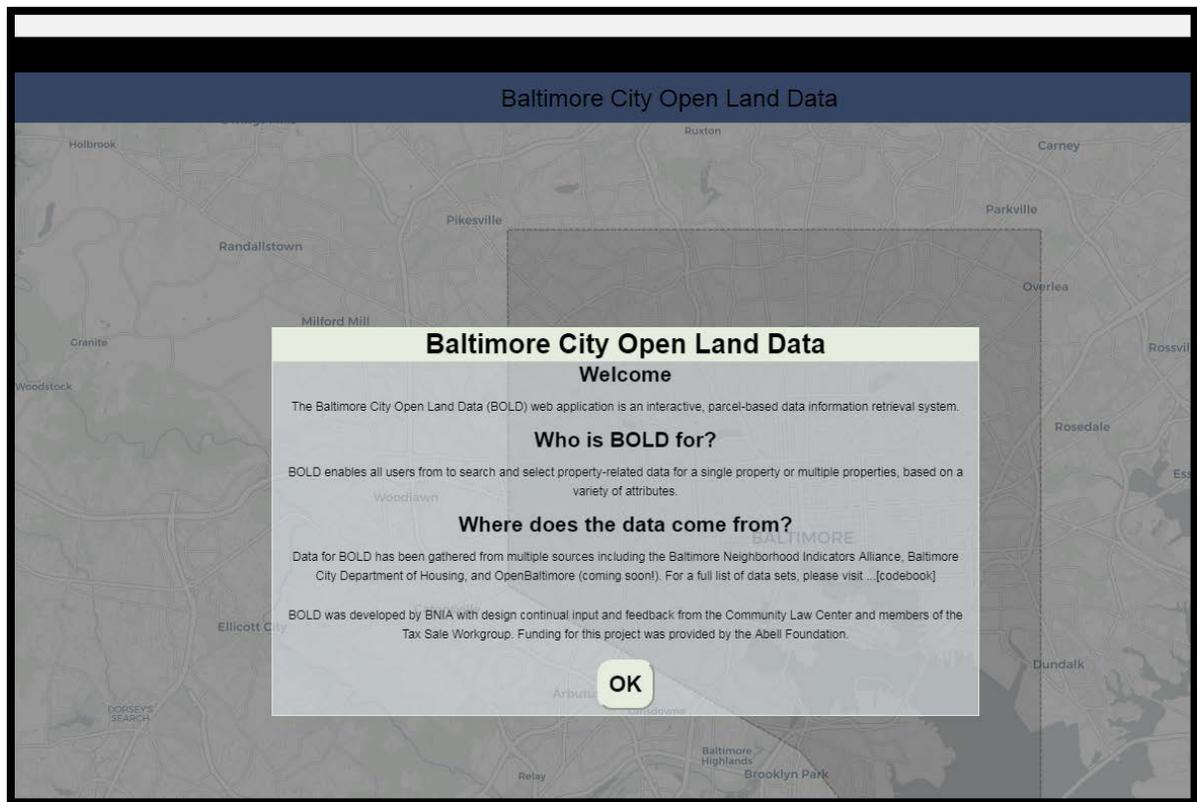


Figure 1

2. Menu

On the top, right-hand side of the screen, you will see a menu bar with the following options: Welcome, About, Contact, and Help (See Figure 2). You may click on any of these words for more information.

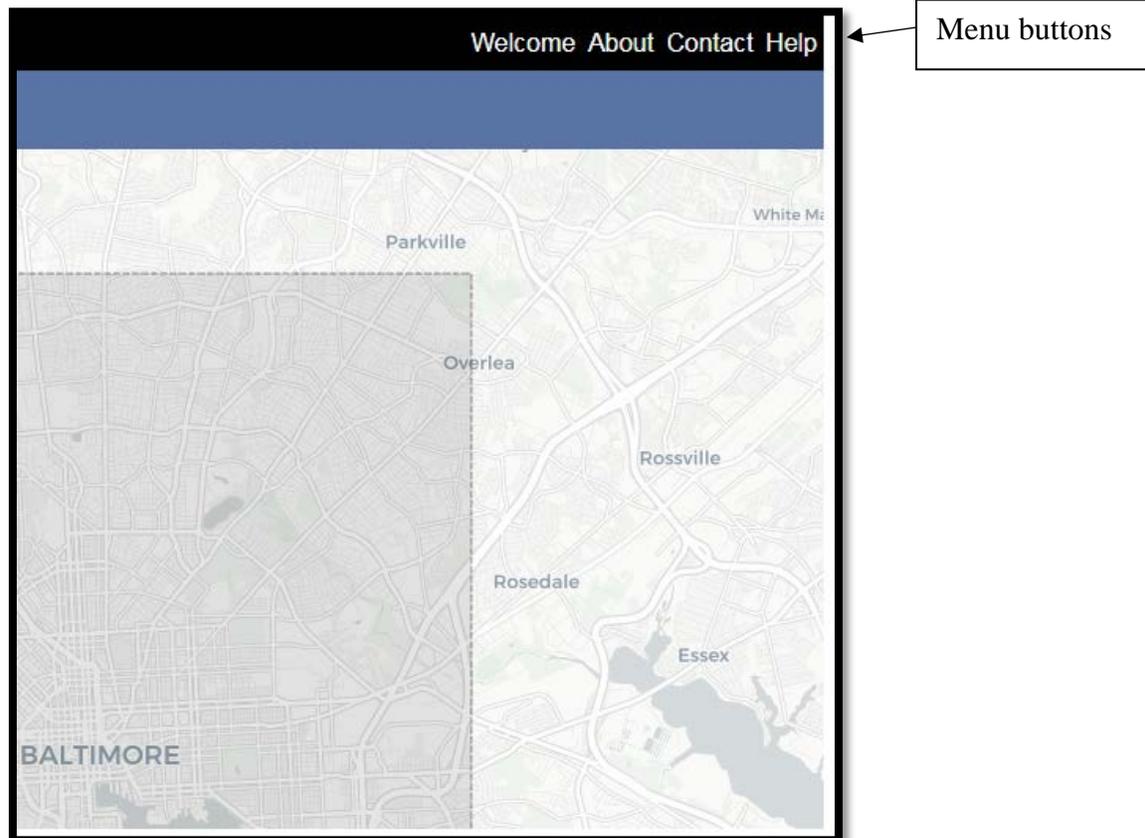


Figure 2

- **Welcome** - Returns user back to the welcome screen pop-up box.
- **About** – Opens a pop-up box displaying information about the BOLD website.
- **Contact** - Opens a pop-up box providing information about whom to contact if you need more information about the website, the data, or have any technical issues. It also provides information on whom to contact for legal assistance related to non-profit organizations, tax sales, and tax foreclosures.
- **Help** – Will open page where you can download this guide as well as other guides for using our website (other guides currently in development) and the Code book (Data Dictionary).

3. Left-hand Menu

On the left-hand side of the screen are boxes for searching different kinds of property data (See Figure 3). The search features of each button will be described below.

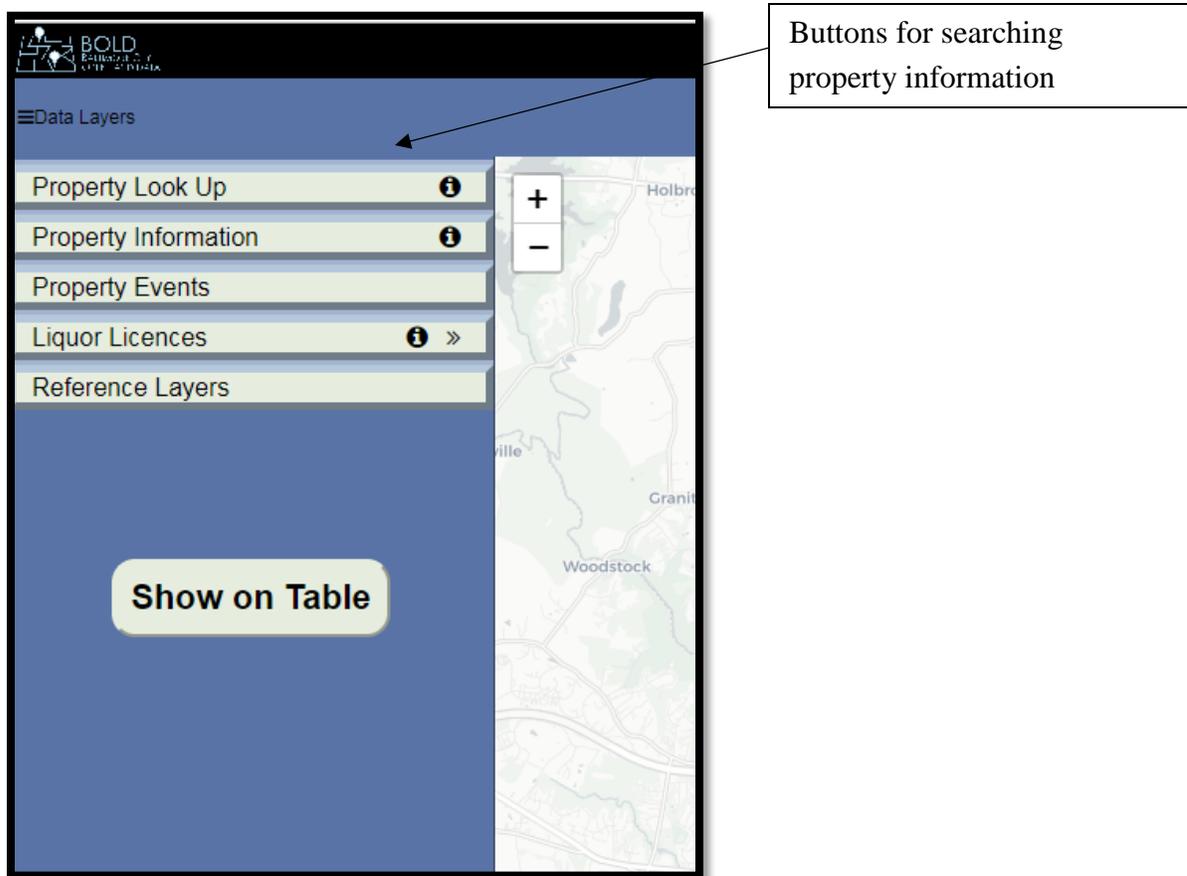


Figure 3

4. Property Look Up

Users can search an address, address and unit, or a block lot to look up information on a single property.

- Begin typing the address into the blank space below **Address**, beginning with the address number or the street name.

Example: “ I am searching for 1652 APPLETON ST”

Directions:

- (1) type 1652. A dropdown will appear with suggestions that may match your search (See Figures 4 & 5).
- (2) Click on the address that you want. (If there are any units associated with the address you must select a unit from the dropdown under **Unit**.)

(3) Click on the Search! Button (See Figures 5).

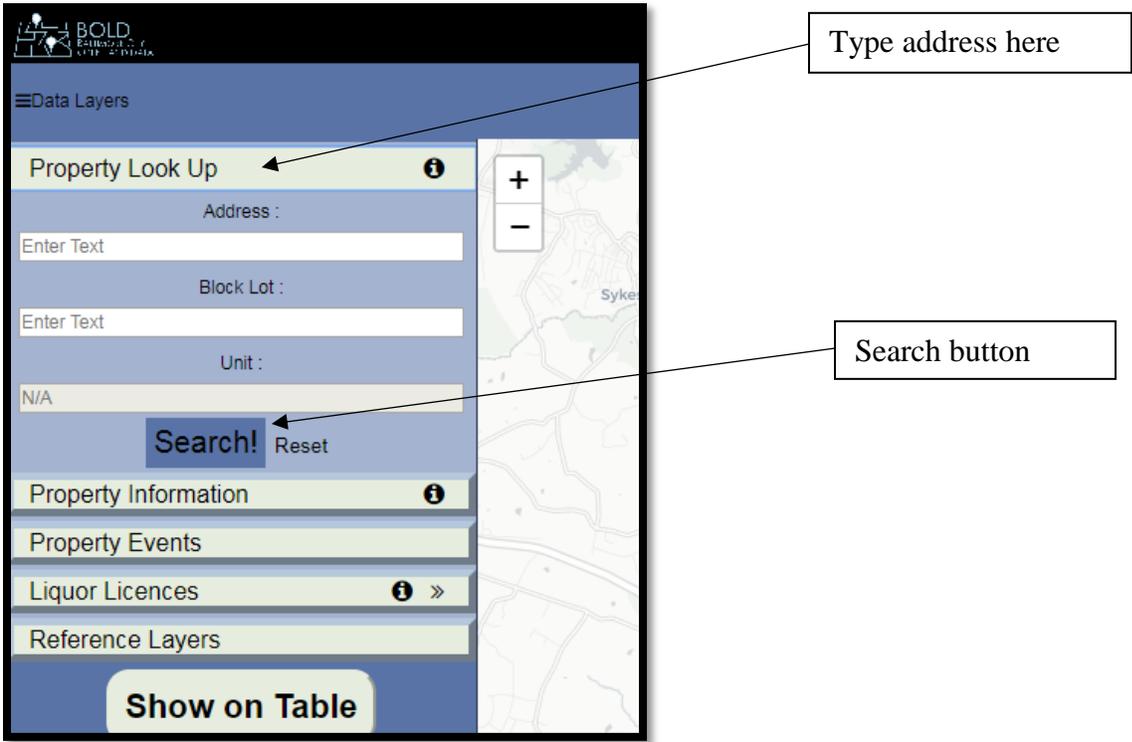


Figure 4

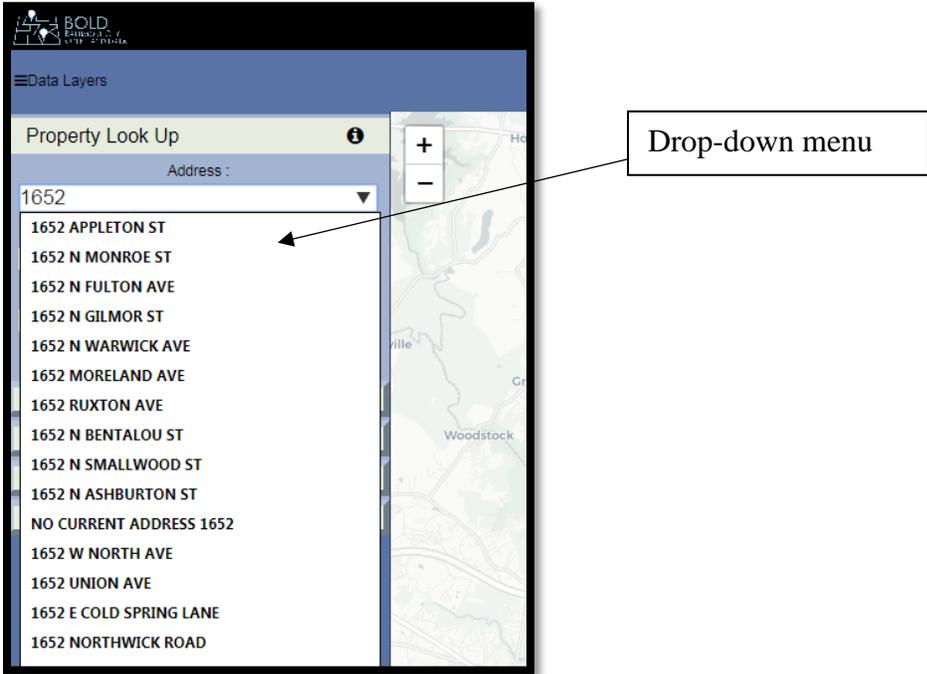


Figure 5

After a property has been selected, the parcel will display on the map and the right-hand drawer will display on the screen (See Figure 6).

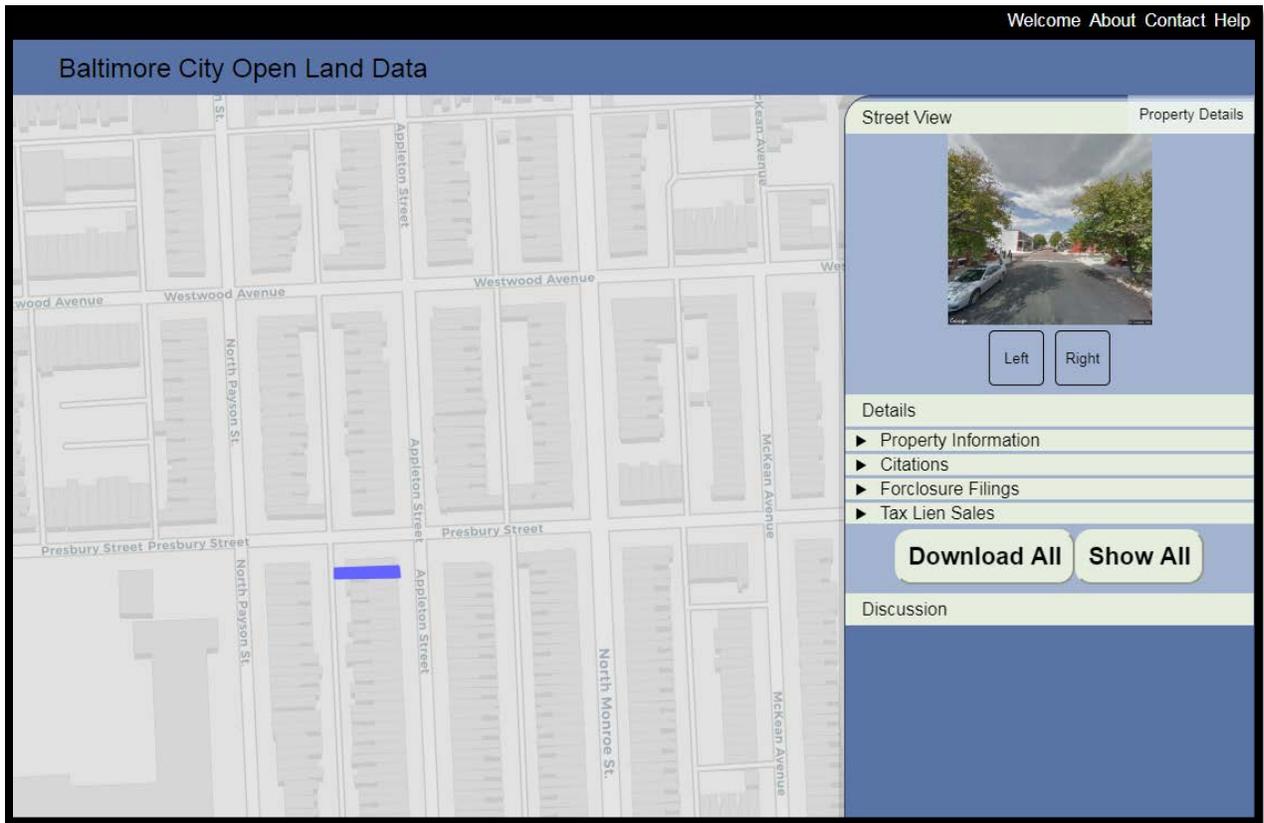


Figure 6

The right-hand drawer displays a photo of the property. Under the photo are details about the property. Each tab displayed under details is expandable by clicking on it.

- In the example 1652 APPLETON ST there are four tabs under **Details**: Property Information, Citations, Foreclosure Filings, and Tax Lien Sales.
 - *Note: The database will display a tab for any property-event related to a property.*
 - *Note: If no event occurred at a property, only the Property Information tab would be displayed.*

When you click on a tab, it will expand with more detailed information (See Figure 7).

Street View Property Details



Left Right

Details

► **Property Information**

▼ **Citations**

Year : 2015
 Citation Number : 53889663
 Violation Notice Date : 6/18/2015
 Fine : \$100.00
 Description of Violation : FAILURE TO FILE A COMPLETED ANNUAL REGISTRATION
 Block Lot : 0012 018
 Housing Inspector ID : 55
 address : 1652 APPLETON ST
 unit :
 xcord : -76.649
 ycord : 39.3076

▼ **Foreclosure Filings**

Year : 2013
 Block Lot : 0012 018
 Filing Date : 0000-00-00
 Case Number : 24O13003610
 Case Type : Mortgage
 Plaintiff : Carrie M Ward
 Defendant : Barbara L Fields, et al
 Partial Cost : 0
 address : 1652 APPLETON ST
 unit :
 xcord : -76.649
 ycord : 39.3076

Figure 7

Property Information- This tab displays the Owner name, owner address, land use type, the Name of the person who last sold the house (or previous owners name), the last recorded sale data and the amount of the most last recorded sale, and the new total full market value for the property (*Note: this may not be the same as the assessed value*).

Other Tabs displayed- The other information that populates this right-hand drawer is the most recent data available for the property. For example, if the last citation this property received was in 2015, the 2015 citation information will be displayed when you click on the **Citations** tab.

If the property had a citation in 2013 and 2015, only the 2015 citation information will be displayed in the right-hand drawer. To see all of the citations you will need to select the **Show All** button. The same is true for foreclosure filings, tax lien sales, and any other property information that is displayed in the right-hand drawer.

6. Property Information

Expanding the **Property Information** tab on the left-hand side of the screen will reveal several search options. This tab is used for looking up information on multiple properties, such as an owner who may own more than one property, or properties built in a specific year.

- Begin typing some information into one of the blank spaces.

Example: “ I am searching for all of the properties owned by Maryland Restoration”

Directions:

- (1) Type Maryland Restoration into the blank box below **Owner Name**. A dropdown will appear with suggestions that may match your search (See Figure 8).
- (2) Click on the name of the owner that you want.
- (3) Click on the **Search!** Button (See Figure 9)

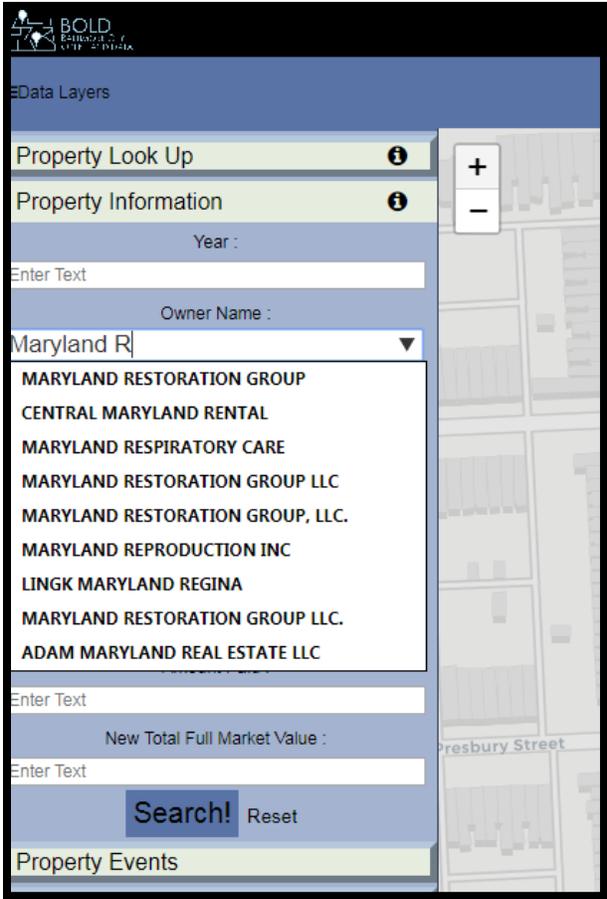
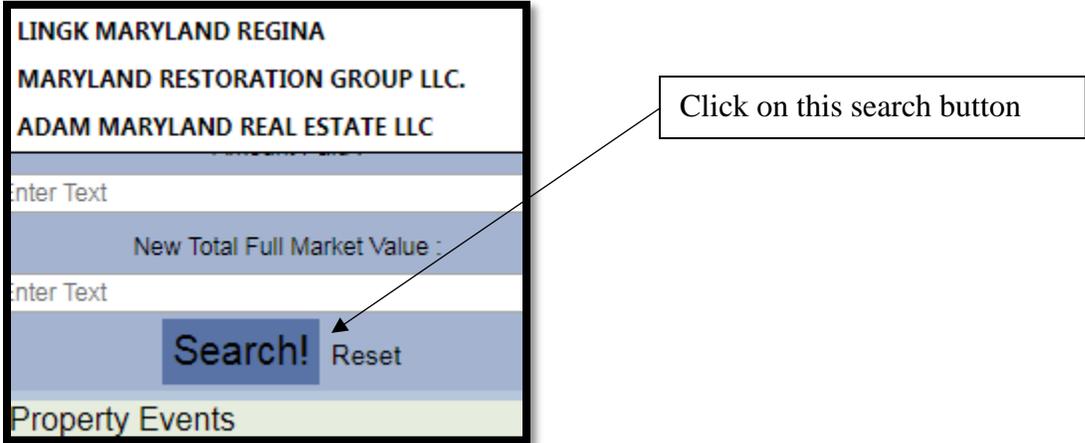


Figure 8



After you have clicked on the search button, the parcels owned by this owner will display on the map. To display this information on a table, click on the **Show On Table button** (See Figure 9).

- The map table view will display all of the property information including Owner name, owner address, land use type, the Name of the person who last sold the house (or previous owners name), the last recorded sale data and the amount of the most last recorded sale, and the new total full market value for the property (*Note: this may not be the same as the assessed value*).
 - *Note: Show on Map and Show on Table can be used to switch the view back and forth from map to table.*

Year	block_lot	own_name	own_addr	desclu	grnt_name	tradate	conside	nfmmtl	address	unit	xcord	ycord	layer
2014	7139 060	ELOHIN MICHELE	540 REDDICKS CIRCLE WINTER HWEN FL 33884	Residential	BA MORTGAGE, LLC	20030818	26000	86100	3724 10TH ST		-76.596	39.2328	bold&property_details
2014	7245 018	BANEY PAUL	6910 EAGLETON LANE SUITE 110 FORT WASHINGTON MD 20744-	Residential	BYRD, KELLY	20071114	0	99100	3711 10TH ST		-76.596	39.2330	bold&property_details
2014	7139 053	LOVETT VICTORIA G	3710 10TH ST BALTIMORE MD 21225-2221	Residential			0	86200	3710 10TH ST		-76.596	39.2331	bold&property_details
2014	7245 017	DAVIS III WILLIAM H	P.O. BOX 858 PASADENA MD 21123-0858	Residential	D & F PROPERTIES	20080613	64890	84200	3709 10TH ST		-76.596	39.2330	bold&property_details
2014	7139 052	MOYER JOHN A	4 FERNDALE AVE. C 72 GLEN BURNIE MD 21061	Residential	COPELAND, MARY V	20010810	18000	88800	3708 10TH ST		-76.596	39.2332	bold&property_details
2014	7245 016	CHAVIS KARL J	3229 ERDMAN AVE BALTIMORE MD 21213-1296	Residential	MICKEL, EVAN S.	20090311	7500	90100	3707 10TH ST		-76.596	39.2331	bold&property_details
2014	7139 051	KANDHARI GAGAN	207 SCOTTS MANOR DR. GLEN BURNIE MD 21061-	Residential	D & F PROPERTIES, LLC	20120216	10000	84200	3706 10TH ST		-76.596	39.2332	bold&property_details
2014	7245 015	MOYER JOHN A	4 FERNDALE AVE GLEN BURNIE MD 21061-	Residential	WATKINS III, TALBOT	19941230	40000	84200	3705 10TH ST		-76.596	39.2331	bold&property_details
2014	7139 050	REAL ESTATE ENTERPRISES LLC.	P.O. BOX 3422 BALTIMORE MD 21225 0422	Residential	SECRETARY OF HOUSING AND URBAN	20020228	12000	86700	3704 10TH ST		-76.596	39.2333	bold&property_details
2014	7245 014	DAY KEVIN	210 MAGATE DR GLEN BURNIE MD 21060-	Residential	BYRD, KELLY	20121109	21000	85100	3703 10TH ST		-76.596	39.2331	bold&property_details
2014	7139 049	HUGEI ANNAMARIE	P.O. BOX 3422 BALTIMORE MD 21225-0422	Residential	REAL ESTATE ENTERPRISES, LLC.	20021203	32922	85000	3702 10TH ST		-76.596	39.2333	bold&property_details

Figure 9

- If you would like more information about one of these properties, switch to the map view by clicking on **Show on Map** and then click on the property from the map. This will open up the right hand drawer and display all of the information associated with that one property (see pages 5-7 for a description of what is included in the right-hand drawer)

7. Property Events

A property event is defined as a municipal record that has been generated on a property. There are many property events viewable on the BOLD website including: Citations, Violations, Foreclosure filings in the City Court (tax and mortgage), Receiverships, Vacant Building Notices, Tax Credits, and Vacants to Value properties available.

- It is possible to view all of the properties that had one of these events by using the Property Events look-up tab.

Example: “ I want to see all of the properties in the city with a citation”

(1) Click on the **Property Events** tab to expand the search options (See Figure 10).

(2) Click on the double arrow to the right of **Citations**.

(3) All of the citations will be displayed on the map and the legend will read Citations.

- Clicking on the **Show on Table button** will all of the information about these citations
- If you would like more information about one of these properties, switch to the map view by clicking on **Show on Map** and then click on the property from the map. This will open up the right hand drawer and display all of the information associated with that one property (see pages 5-7 for a description of what is included in the right-hand drawer)

Expand Property Events tab by clicking on it

Click on double arrows

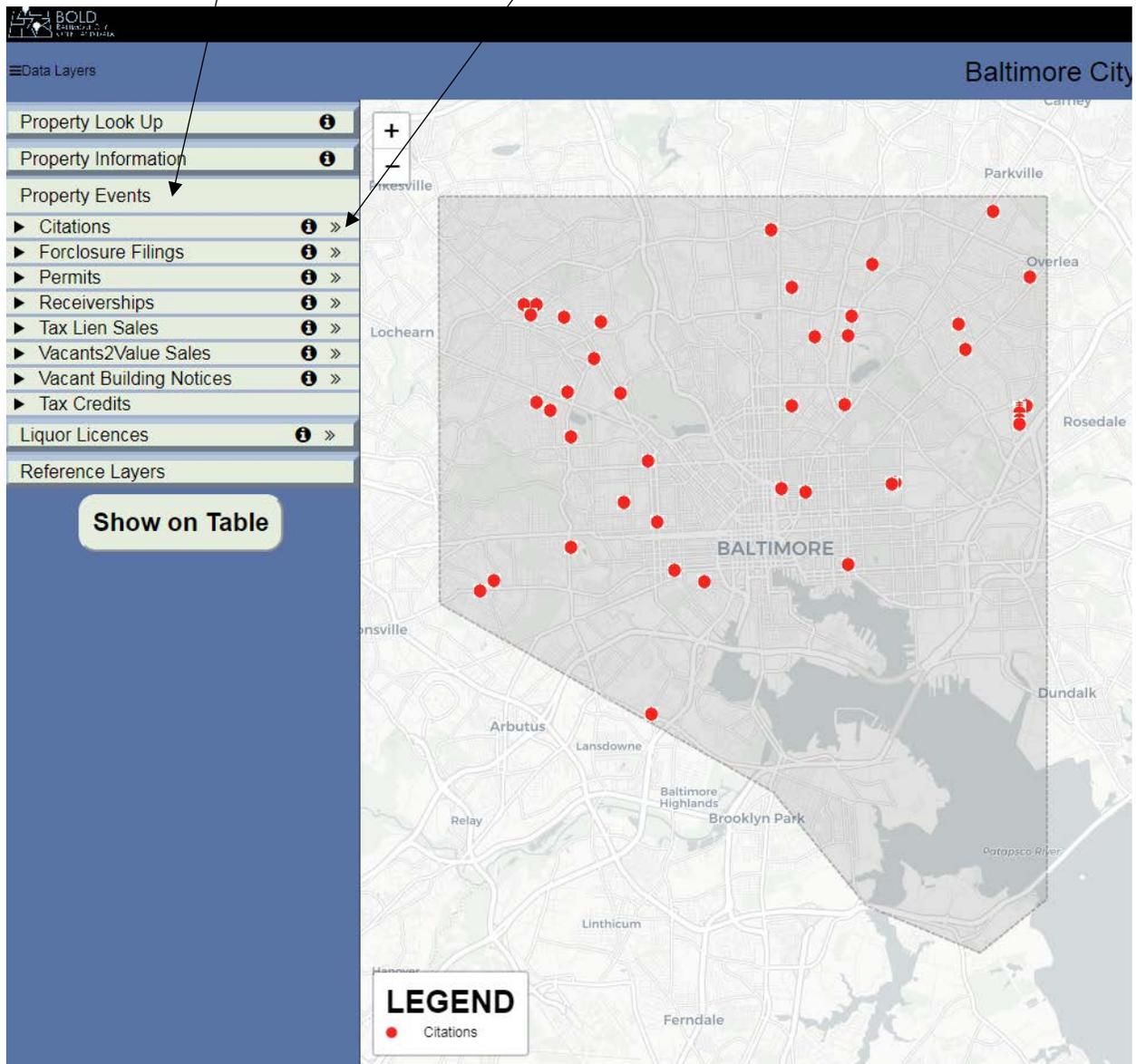


Figure 10