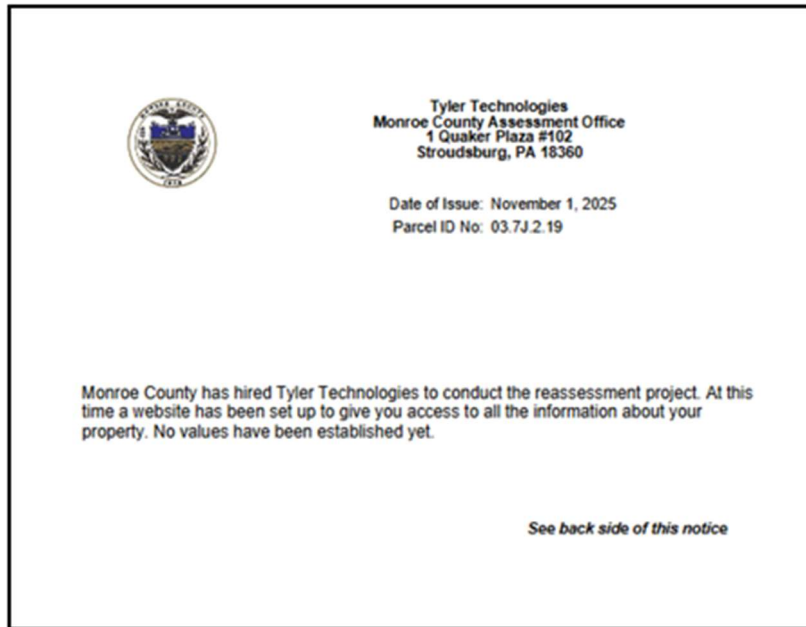


How to Review/Update Residential Dwelling Information

1. Receive Reassessment postcard in the mail

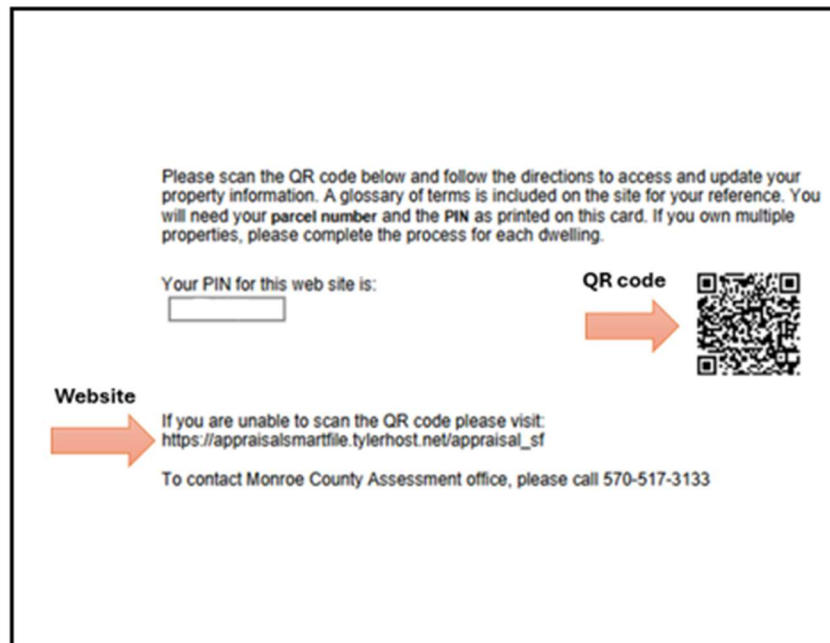
FRONT



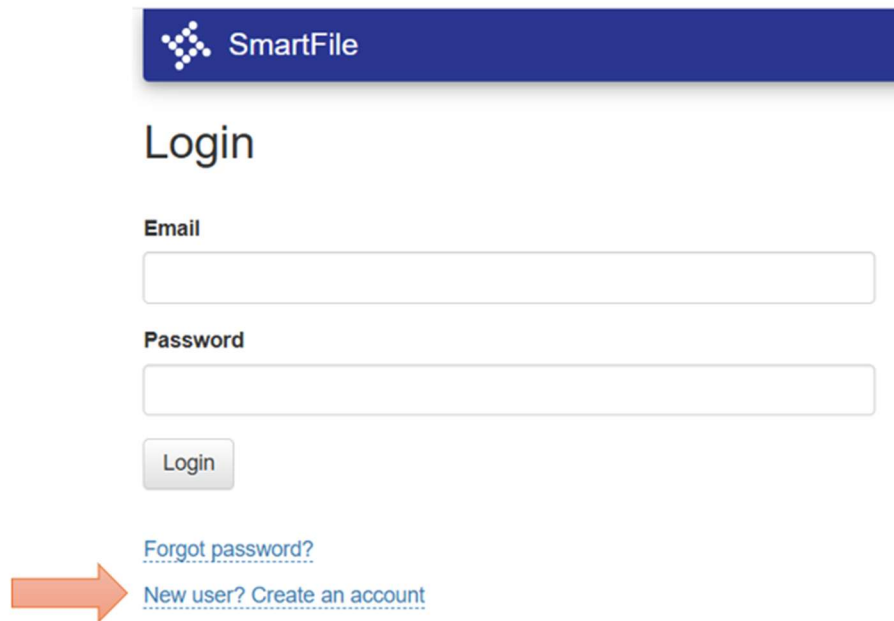
2. Scan the QR code on the post card or visit this website

https://appraisalsmartfile.tylerhost.net/appraisal_sf

BACK



3. Create an account



The image shows the SmartFile login page. At the top is a dark blue header with the SmartFile logo. Below the header is the word "Login" in a large, dark font. Underneath "Login" are two input fields: "Email" and "Password". Below the "Password" field is a "Login" button. At the bottom of the page, there are two links: "Forgot password?" and "New user? Create an account". An orange arrow points to the "New user? Create an account" link.

SmartFile

Login

Email

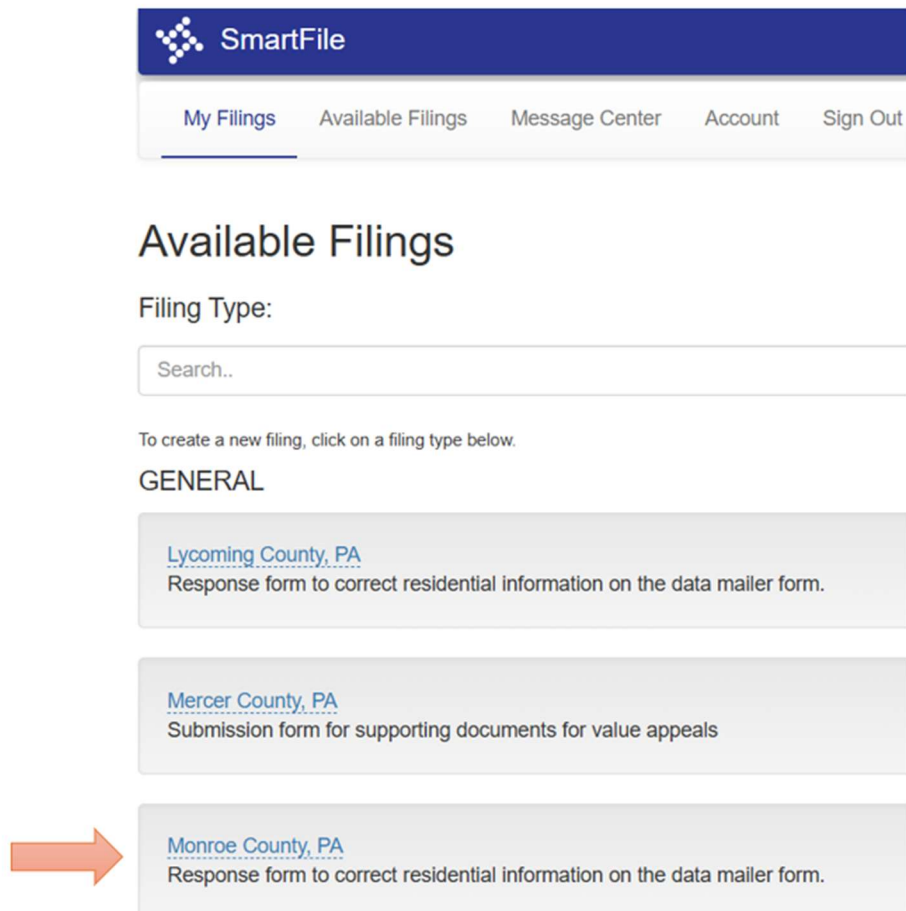
Password

Login

[Forgot password?](#)

[New user? Create an account](#)

4. Choose **Monroe County, PA**



The image shows the SmartFile "Available Filings" page. At the top is a dark blue header with the SmartFile logo. Below the header is a navigation bar with links: "My Filings", "Available Filings", "Message Center", "Account", and "Sign Out". Below the navigation bar is the heading "Available Filings". Underneath is a "Filing Type:" label and a search box. Below the search box is a message: "To create a new filing, click on a filing type below." Underneath is a section titled "GENERAL" with three filing options, each in a light gray box. The first option is "Lycoming County, PA" with the description "Response form to correct residential information on the data mailer form." The second option is "Mercer County, PA" with the description "Submission form for supporting documents for value appeals". The third option is "Monroe County, PA" with the description "Response form to correct residential information on the data mailer form." An orange arrow points to the "Monroe County, PA" option.

SmartFile

[My Filings](#) [Available Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

Available Filings

Filing Type:

Search..

To create a new filing, click on a filing type below.

GENERAL

[Lycoming County, PA](#)
Response form to correct residential information on the data mailer form.

[Mercer County, PA](#)
Submission form for supporting documents for value appeals

[Monroe County, PA](#)
Response form to correct residential information on the data mailer form.

5. See Disclaimer Page and **Begin Filing**

Monroe County Data Mailer Form

The Monroe County Assessor's Office seeks your assistance in verifying data regarding your property. The Assessor's Office and Tyler Tech staff will use this corrected data as we prepare to update assessed values for the 2028 property revaluation. Please review this information carefully. If you feel that any of the data is incorrect, correct the information directly on the form. Please fill out the sales questionnaire portion if your property was sold after January 01, 2020.

Prompt attention to this request will help ensure that your assessment is based on the most accurate information available. Thank you for your prompt attention in this important matter.



[Begin Filing](#)

6. **Enter Parcel ID Number** *located on front of postcard*



Tyler Technologies
Monroe County Assessment Office
1 Quaker Plaza #102
Stroudsburg, PA 18360

Date of Issue: November 1, 2025

Parcel ID No: 03.7J.2.19



NEWMAN KATHRYN M
5096 SENECA WAY
TOBYHANNA PA 18466

Monroe County has hired Tyler Technologies to conduct the reassessment project. At this time a website has been set up to give you access to all the information about your property. No values have been established yet.

See back side of this notice

7. Search

Please search for your parcel using any of the search options below. Once you find your parcel, click the corresponding *Start Filing* link.

Parcel ID Number
(UPI):

12.23.45.7

* Include dots and dashes in Parcel #

Street Number

Street Name

Unit #:

Street Type

Street Direction

[Search](#)



8. Verify Parcel ID Number and Property Address. **Start Filing**

Search

Search Results

	Parcel #	Property Address
Start Filing		LOCKWOOD DR

1 - 1 of 1 items

9. Enter 5-digit **PIN** located on front of postcard and **Authorize**

My Filings Available Filings Message Center Account Sign Out

Please enter the 5-character pin located on your mailer.

Pin: 12345

Previous Authorize

10. Verify/Update Data see **Need Help?** for Glossary of Terms

Data Mailer Form

Please review the information carefully. Click the 'Need Help' link for a glossary of terms. If you feel that any of the data is incorrect, update it on the form below.

Style COLONIAL

Approximate Year Built 2010

Story Height 2

Attic NONE

Heating System FORCED HOT AIR

Air Conditioning HEAT W/ FULL A/C

Fuel Type DNU

Wood Burning Fireplaces

Wood Burning Fireplace Openings

Prefab Fireplace 1

Total Bedrooms 4

Total Full Bathrooms 2

Total Half Bathrooms 1

Basement SLAB/NONE

Basement Garage Spaces 0

Finished Basement Area

Finished Rec Room Area

Total Living Area 2,252

Sale Date *If sold 01/01/2020 or later

Sale Price

Outbuildings

Description	Area	
SHED (NO VALUE)	140	☐ Remove

*If you own an outbuilding over 200 sq ft not listed above, describe it in the general comments section (include size, if known). Outbuildings include, but are not limited to: inground pools, sheds, detached garages, barn, etc.

General Comments

[Need Help?](#)

11. Click Next to continue Filing. Provide digital signature and Submit

Legal Notice
By clicking submit below, I certify that the statements contained in this application, are true to my knowledge.

Signature *

Email * **Phone** *

[Previous](#) [Cancel Filing](#) [Print Draft](#) [Submit](#)



Have multiple dwellings on the same parcel?

12. Click the links at the top of the signature page to review/update **Dwellings 2-4**

- Repeat previous steps for each additional dwelling



[Verify Parcel](#) [Data Mailer Form](#) [Second Dwelling \(if applicable\)](#) [Third Dwelling \(if applicable\)](#) [Fourth Dwelling \(if applicable\)](#) [Submit](#)

Legal Notice
By clicking submit below, I certify that the statements contained in this application, are true to my knowledge.

Signature *

Email * **Phone** *

[Previous](#) [Cancel Filing](#) [Print Draft](#) [Submit](#)