

## Locating Property Deed Records

You can search Property Deed records using the following criteria:

- Last Name
- First Name
- Middle Name
- Company Name
- Street Address
- City
- State
- Zip
- Parcel Number

Results include: Property Address, Owner Name, Seller Name, Owner Address, Sale Amount, Mortgage Amount, Sale Date, Recording Date, Parcel Number, Document Type, and Land Usage.

You can run a report that displays additional information, including: County, Type, Loan Amount, Loan Terms, Transaction Type, Loan Type, Lender Name, and Title Company.

For the best search coverage, we recommend searching both Property Deed and Property Assessment records. Assessment records are typically added once a year while Deed records are added every time a deed transaction takes place. Therefore, both play a role as independent sources of information.

## Quick Start

First, try to find a Property Deed record using one or more of the following search techniques:

- 1. Search by Name and State. If too many records are returned, try adding a City. You can also use a partial first name.**
- 2. Search by Address, City, and State. This returns records for that address (where it is the Property Address) and any other properties using that address as the Owner's Address.**

Choose your result output by marking the appropriate radio button next to **Output Type**.

**Formatted HTML** provides an interactive web page including hyperlinks to generate reports.

**Cut and Paste/Printer Friendly Text (No Reports)** provides a web page with plain text, making it easier to copy and paste into a document.

## Helpful Search Tips

### **SEARCH BY LAST NAME**

On the **Property Deeds** Tab within the **Assets** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

### **REFINE A NAME SEARCH**

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide, the more precise (narrow) the results will be.

Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

### ***SEARCH BY ADDRESS***

On the **Property Deeds** Tab within the **Assets** menu, type the Address, City, and State in the appropriate fields, then CLICK on the Search button. This returns records for that address (where it is the Property Address) and any other properties using that address as the Owner's Address. If more records are returned than are practical to review, refine your search as described below.

### ***TOO MANY RECORDS FOUND***

If your search returns the following message: **Search completed. Too many records found. There was No Charge for this search**, it means the search resulted in more than 2,000 records. Try narrowing the list of results by adding search criteria.

If a list of results is displayed but more records were returned than are practical to review, try narrowing the list of results by adding search criteria.

### ***NARROW LIST OF RESULTS***

If your search returns a long list of results, we recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **State** - Entering a state narrows the results to subjects living in that state.
3. **City** - Entering a city, in addition to the state, further narrows the results to subjects living in the specified city and state.
4. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.

### ***EXPAND LIST OF RESULTS***

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial, date of birth, city).

### ***FIND A RECORD IN THE DISPLAYED LIST***

Identify the number of unique properties by examining the information listed, especially the parcel number (if available). Examine the records to determine if the displayed information fits what is known about the Subject. CLICK on the icon on the right to display the complete Deed record.