

RECORDEASE HINTS

- **Always click “or” button to get the best results. If you do not click “or” you will not receive any tax lien searches.**
- **A search result will only bring up to 100 results. If it states 100+, you will need to narrow your search inquiry to include a date range and/or a name.**
- **When looking up Outlots, type the word “Outlot” in the Lot field. For example: “Outlot 2”. Do not type ANYTHING in the Outlot field.**
- **Make sure to click “clear” before starting a new search.**
- **You will get a broader search result if you do not enter a middle initial.**
- **Click the entity button when entering a name of a Trust or a Bank.**
- **Note that Parcel #'s are NOT INCLUDED on all documents.**
- **Legal descriptions are verified from 1951 to present.**
- **Grantor/Grantee is verified back to 1950.**
- **When looking up Book/Page, click on ALL under Book Type first.**