LANDSHARK SEARCH TIPS

✓ When searching in "**Legal**" with a *metes & bounds description*, enter the Section, Township, Range and the Quarter/Quarter Section. (If you tab after each entry it will bring you to the next box to fill in for the search.)

✓ When searching in "**Tract**" with a *metes & bounds description*, ONLY enter the Section, Township and Range. Do not enter the Quarter/Quarter section.

✓ When searching in "**Legal**" with a *plat name, lot and block*, choose the correct plat name by clicking on "Plat Locator". Enter the first few letters of the plat name. Choose your plat name and it will bring you back to the research screen. You can then enter in the lot number and if applicable, the block number. (Some plats do not have blocks.)

✓ When searching in "**Tract**" with a *plat name, lot and block*, ONLY enter the name of the plat. Do not enter the lot and block number.

✓ If the property you are searching is in an ***Auditor's Subdivision***, it is searched as a plat name. When you have obtained the correct Auditor's Subdivision, enter in the lot number. (Do not search an Auditor's Subdivision as a section, township and range.)

✓ When entering lot numbers and/or block numbers, *do not* enter them as Lot 001, Block 002. Enter as Lot 1, Block 2.

- ✓ Searching in "**Legal**" will bring up recorded documents from 1995 to present time.

- ✓ Searching in "**Tract**" will bring up recorded documents prior to 1995.

- ✓ When searching in "**Tract**" a suggestion is to print the tract index pages you need to avoid going back and forth to those pages when looking up the documents.

- ✓ To view documents listed in "**Tract**", go into "Document" and insert the document number, or go into Book/Page and insert the book and page number.

- ✓ When searching under **Name,** please keep in mind that "less is best". A suggestion is to list only the last name, or the last name and first initial, or the last name with a few letters of the first name. This will allow the system to access more information for you to view.

- ✓ When searching under **Name**, you will only obtain information that is recorded 1995 to present. If you want to search names only and it is prior to 1995, you will need to come in and look through the grantor/grantee books.

- ✓ When doing a **Tax Lien Search**, we suggest only using a last name.