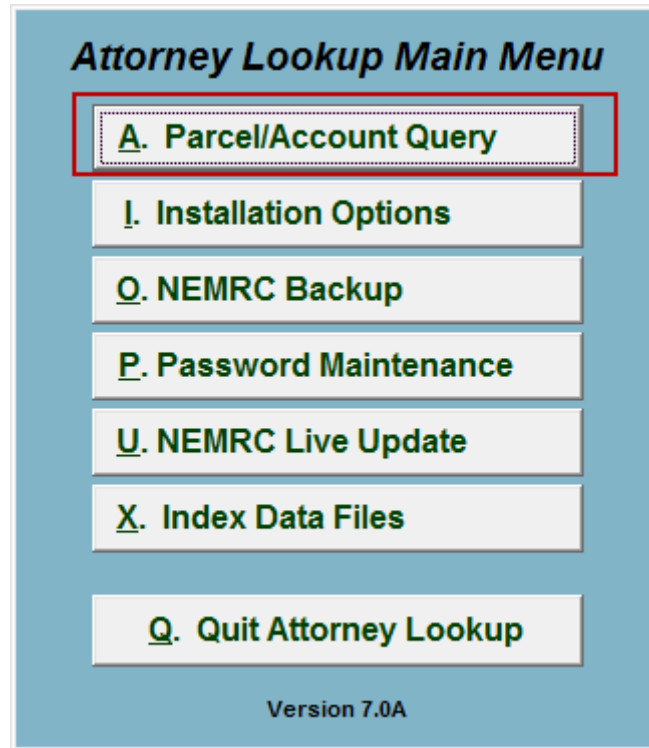


Attorney Lookup

A. Parcel/Account Query



Click on “A. Parcel/Account Query” from the Main Menu and the following window will appear:

Attorney Lookup

Parcel/Account Query

- 1. Lookup via:** Select the method to be used to look up Parcel/Account.
- 2. Enter full or partial...:** This area will change based on the choice in item **1**. Enter the information to look up.
- 3. View All:** Click this button to view all Parcels/ Accounts in a sort-able list. Gathering the data will take a few moments.
- 4. Soft Lookup:** Click this button to look for any Parcel/Accounts with the information entered in item **2**. Gathering the data will take a few moments.
- 5. Exact Lookup:** Click this button to look for a Parcel/Account with the exact information entered in item **2**. Gathering the data will take a few moments.

If no Parcel/Account matches the information entered in item **2**, then you will be notified that no records were found.

If multiple Parcels/Accounts match the search, then the following Lookup window will appear. If only a single Parcel/Account matches the search, then the following Output window will appear.

Attorney Lookup

Lookup Window

The following window will appear if more then one Parcel/Account matched the query.

Account/Parcel num	Located in	Name1 (or Grantor)	Name 2 (or Grantee)	911 or other address	City, State, Zip
ma325-004	Utilities City of Winooski				
RU001	Land Records City of Winooski	1 RUSSELL STREET CONDOMINIUM	1 RUSSELL ST CONDOMINIUM	51 RUSSELL ST	
EA106	Grand List Winooski 2009 As Bill	106 EAST ALLEN LLC		106 EAST ALLEN STREET	WINOOSKI VT 05404
EA106	Land Records City of Winooski	106 EAST ALLEN LLC	WINOOSKI, CITY OF	106 EAST ALLEN ST	
EA106	Tax Admin City of Winooski	106 EAST ALLEN LLC		106 EAST ALLEN STREET	WINOOSKI VT 05404
EA106	Land Records City of Winooski	106 EAST ALLEN ST LLC	WINOOSKI, CITY OF	106 EAST ALLEN ST	
EA106	Utilities City of Winooski	106 EAST ALLEN STREET, LL		321 MAIN STREET	WINOOSKI VT 05404
RU107	Grand List Winooski 2008 As Bill	107 RUSSELL ST LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107	Grand List Winooski 2009 As Bill	107 RUSSELL ST LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107	Land Records City of Winooski	107 RUSSELL ST LLC	WINOOSKI, CITY OF	107 RUSSELL ST	
RU107	Tax Admin City of Winooski	107 RUSSELL ST LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107-P	Grand List Winooski 2008 As Bill	107 RUSSELL STREET LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107-P	Grand List Winooski 2009 As Bill	107 RUSSELL STREET LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107-P	Tax Admin City of Winooski	107 RUSSELL STREET LLC		107 RUSSELL STREET	BURLINGTON VT 05401
RU107	Utilities City of Winooski	107 RUSSELL STREET, LLC		275 SO WINOOSKI AVE	BURLINGTON VT 05401
LE011	Land Records City of Winooski	11 LECLAIR ST CONDOMINIUM	11 LECLAIR ST CONDOMINIUM		
LE011	Land Records City of Winooski	11 LECLAIR ST CONDOMINIUM	11 LECLAIR ST CONDOMINIUM		
LE011	Land Records City of Winooski	11 LECLAIR ST LLC	VT AGENCY OF NATURAL RESOURCES		
LE011-A	Land Records City of Winooski	11 LECLAIR ST LLC	WINOOSKI, CITY OF		
LE011	Land Records City of Winooski	11 LECLAIR ST, LLC	WINOOSKI, CITY OF		

Lookup by: ☐ Account/Parcel number ☒ Name ☐ 911 address **2**

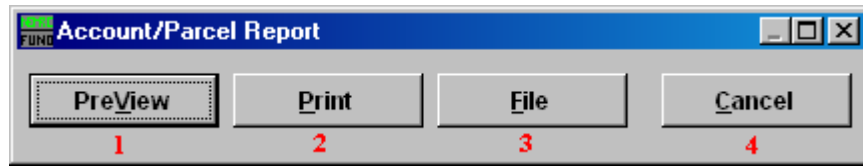
Lookup: **3** **4** PreView information **5** Print information **6** Info to File **7** Cancel My Help

1. The arrow on the left represents the field that is selected.
2. **Lookup by:** Select what the list is sorted by. This is also the column searched when using item 3. This is the blue-gray column.
3. **Lookup:** Enter partial information based on item 2, and the list will automatically scroll to the closest matching field.
4. **PreView information:** Click this button to preview the Parcel/Account's information. Refer to GENERAL PREVIEW for more information.
5. **Print information:** Click this button to print the Parcel/Account's information. Refer to GENERAL PRINTING for more information.
6. **Info to File:** Click this button to save the Parcel/Account's information to a file. Refer to GENERAL FILE for more information.
7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Attorney Lookup

Output Window

The following window will appear if there was only one Parcel/Account that matched the query.



- 1. PreView:** Click this button to preview the Parcel/Account's information. Refer to GENERAL PREVIEW for more information.
- 2. Print:** Click this button to print the Parcel/Account's information. Refer to GENERAL PRINTING for more information.
- 3. File:** Click this button to save the Parcel/Account's information to a file. Refer to GENERAL FILE for more information.
- 4. Cancel:** Click "Cancel" to cancel and return to the previous screen.