# 3. Display Land Records
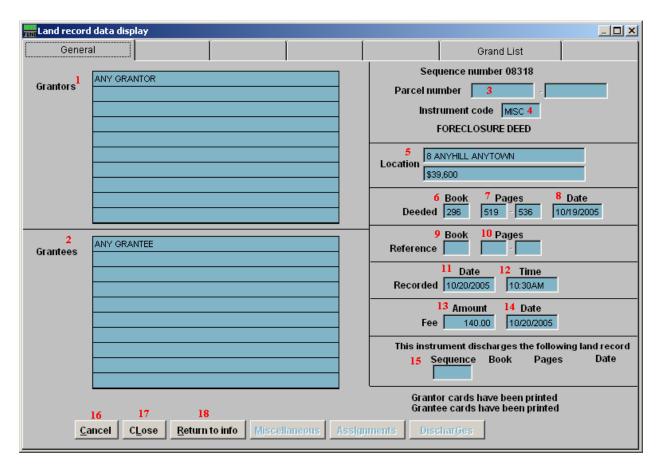
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Click on "3. Display Land Records" from the Main Menu and the following window will appear:

# Land Records

## Display Land Records



1. **Grantors:** Type in the grantor name or click the "Find" button to select from the lookup table when locating a record by Grantor name.

2. **Sequence number:** Enter the Sequence number OR click on the "Find" button to select from the lookup table when locating a record by number.

3. **Grantees:** Type in the grantee name or click the "Find" button to select from a lookup table when locating a record by Grantee name.

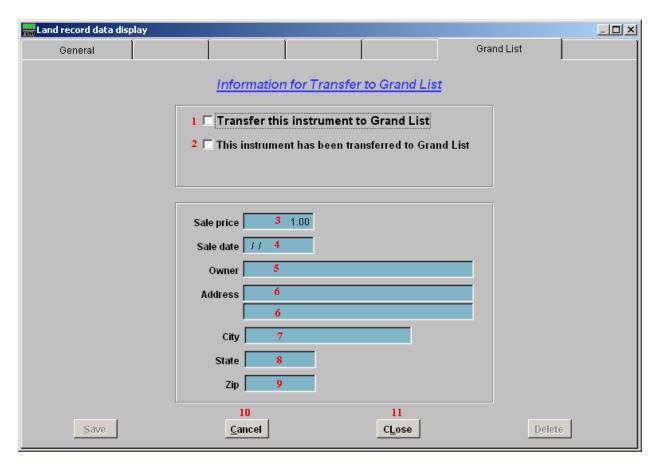4. **Close:** Click this button to close with out saving changes and return to the previous screen.

# Land Records

## The "General" tab



1.  **Grantors:**  The display will show the names of grantors in the provided lines.

2.  **Grantees:**  The display will show the names of grantees in the provided lines.

3.  **Parcel number:**  The display will show the grand list Parcel ID if appropriate for this recording.

4.  **Instrument code:**  The display will show the user defined instrument code.

5.  **Location:**  The display will show the location of the property.

6.  **Book:**  The display will show the book number this transaction is recorded in.

7.  **Pages:**  The display will show the page number range this transaction is recorded on.

8.  **Date:**  The display will show the date of the written document.

9.  **Book:**  The display will show the book number of the reference, if appropriate, for this instrument.

10. **Pages:**  The display will show the page number range of the reference, if appropriate, for this instrument.

11. **Date:**  The display will show the date the document was received.

12. **Time:**  The display will show the time the document was received.

13. **Amount:**  The display will show the amount paid for recording the instrument.

14. **Date:**  The display will show the date the fee was paid for recording the instrument.

15. **Sequence:**  The display will show a previously recorded instrument when the current instrument is for discharging/releasing another instrument.

16. **Cancel:**  Click "Cancel" to cancel and return to the previous screen.

17. **Close:**  Click this button to close and return to the previous screen.

18. **Return to info:**  Click this button to open a window to show a return address this recording was sent back to.

# Land Records

The "Grand List" tab



1. **Transfer this instrument to Grand List:** The display will show this box checked to transfer the below information to the Grand List.

2. **This instrument has been transferred to Grand List:** This box is checked after the instrument has been transferred to the Grand List.

3. **Sale price:** The display will show the sale price of the property.

4. **Sale date:** The display will show the sale date of the property.

5. **Owner:** The display will show the new owner's name to appear in the Grand List.

6. **Address:** The display will show the new owner's mailing address to appear in the Grand List.

7. **City:** The display will show the new owner's mailing city to appear in the Grand List.

8. **State:** The display will show the new owner's mailing state to appear in the Grand List.

**9. Zip:** The display will show the new owner's mailing zip code to appear in the Grand List

**10. Cancel:** Click "Cancel" to cancel and return to the previous screen.

**11. Close:** Click this button to close and return to the previous screen.