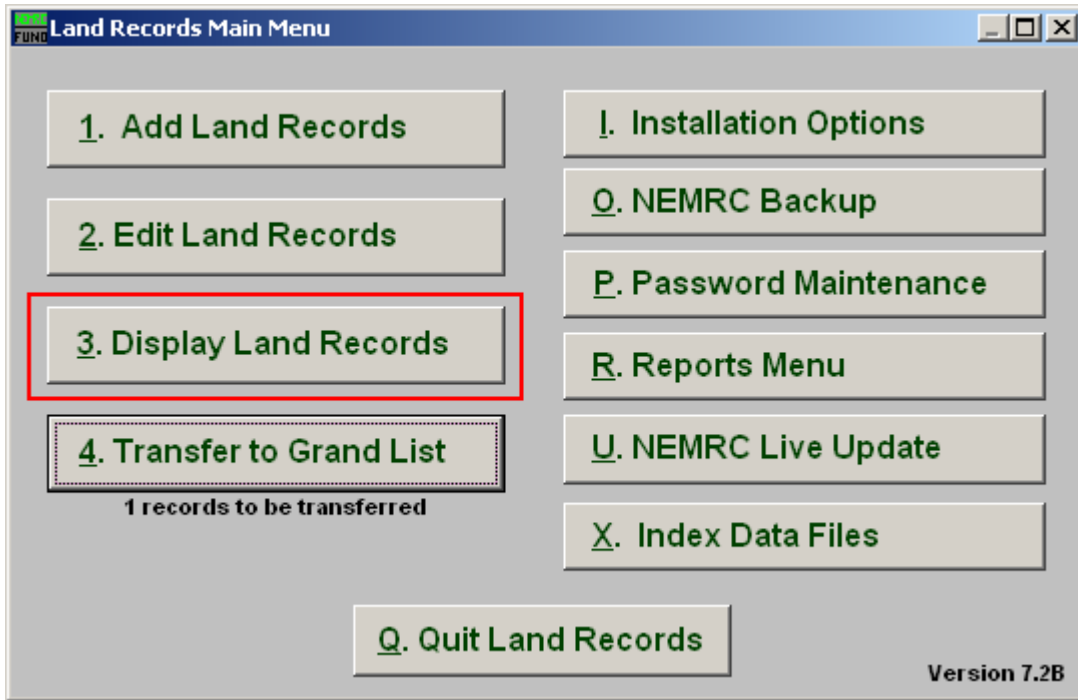


Land Records

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

Land record data display

General

Grantors

Find

1

Grantees

Find

3

Sequence number 2 Find

Parcel number

Instrument code

Location

Deeded Book Pages Date

Reference Book Pages

Recorded Date Time

Fee Amount Date

This instrument discharges the following land record

Sequence	Book	Pages	Date

Close Return to info Miscellaneous Assignments Discharges

- 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

The screenshot shows a software window titled "Land record data display" with a "General" tab selected. The window is divided into several sections:

- Grantors:** A list of names, currently showing "ANY GRANTOR".
- Grantees:** A list of names, currently showing "ANY GRANTEE".
- Sequence number:** 08318
- Parcel number:** 3
- Instrument code:** MISC 4
- FORECLOSURE DEED**
- Location:** 8 ANYHILL ANYTOWN, \$39,600
- Deeded:** Book 296, Pages 519 - 536, Date 10/19/2005
- Reference:** Book, Pages
- Recorded:** Date 10/20/2005, Time 10:30AM
- Fee:** Amount 140.00, Date 10/20/2005
- Discharges:** This instrument discharges the following land record. A table with columns for Sequence, Book, Pages, and Date is shown, with a single entry in the Sequence column.

At the bottom, a status message reads: "Grantor cards have been printed" and "Grantee cards have been printed". Navigation buttons include Cancel, Close, Return to info, Miscellaneous, Assignments, and Discharges.

- 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.

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- 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.

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The “Grand List” tab

The screenshot shows a software window titled "Land record data display" with a "Grand List" tab selected. The window contains a form titled "Information for Transfer to Grand List". At the top of the form are two checkboxes: "1 Transfer this instrument to Grand List" and "2 This instrument has been transferred to Grand List". Below these are several input fields: "3 Sale price" (containing "1.00"), "4 Sale date" (containing "11"), "5 Owner", "6 Address" (two lines), "7 City", "8 State", and "9 Zip". At the bottom of the window are four buttons: "10 Save", "11 Cancel", "Close", and "Delete".

- 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.

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- 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.