

NAVIGATING EMMET COUNTY'S WEBSITE

Website: www.emmetcounty.org

Under Quick Links:

Click on Online Data Access

For property searches:

Click on Property Search

Click on Click Here to Enter

Click on Property and Land Search under Assessing

Search by address, parcel number or owner name

Click on Search or use the Enter key

From the results double click on Parcel Number you wish to view.

Information available includes: property address, owner information, assessed value, abbreviated legal description, and Liber & Page references in the Notes section.

For recorded document searches:

- Click on **Government**.
- Click on **Register of Deeds**.
- If you haven't already registered, click on **here** where indicated. (You should make a note of your user name and password for future use.)
- To log in and begin searching, click on **here** where indicated.
- Enter your user name and password and click on Submit.
- Search by Liber & Page, Name, and/or document type, etc.
(Note: When searching by name, enter last name then first, no commas. The **Both Names** field means the name will be searched for in both the Grantor and/or Grantee section of an indexed document, it doesn't refer to searching for more than one person or name (i.e. a husband and wife, A/K/As, etc.).
- To search for a specific document type, uncheck the box at the top where it states: Leave this box checked to search for all document types. When the box is unchecked, a list of document types will drop down.
- Click on **Search**.
- Double click on the document you are looking for to view in advance or you may simply click "Purchase". By double clicking on a document, you will see the indexed information.
- Click on "Preview Image" to view the document if you wish to view it prior to purchasing it, you will be able to view a low resolution of the image. The indexed information will still show, with the image beneath it, which can be viewed by scrolling down the screen.
- If you wish to purchase a copy using your credit card, click "Add to Cart" and enter your credit card information. Once the transaction is approved, you will have the ability to print or save to your hard drive an "unofficial copy".

If you would like copies, the fee is \$1.00 per page for documents and \$2.00 for plats. You may now purchase copies of documents online by using a credit card. There is a 3% fee for this service.

If you prefer to mail in a request for copies, with your payment, please include liber & page references, which pages of the document (if not requesting entire document), and whether you would like it emailed, faxed and/or mailed (self-addressed stamped envelopes are required for those wishing to have document(s) mailed).

Copies requiring certification that they are a true copy, must be done by either coming into the office or by mail. All pages of a document must be purchased to be certified. There is an additional fee of \$1.00 for each document requiring certification.

06/04/10

U:Register of Deeds/Emmet County Website.wpd