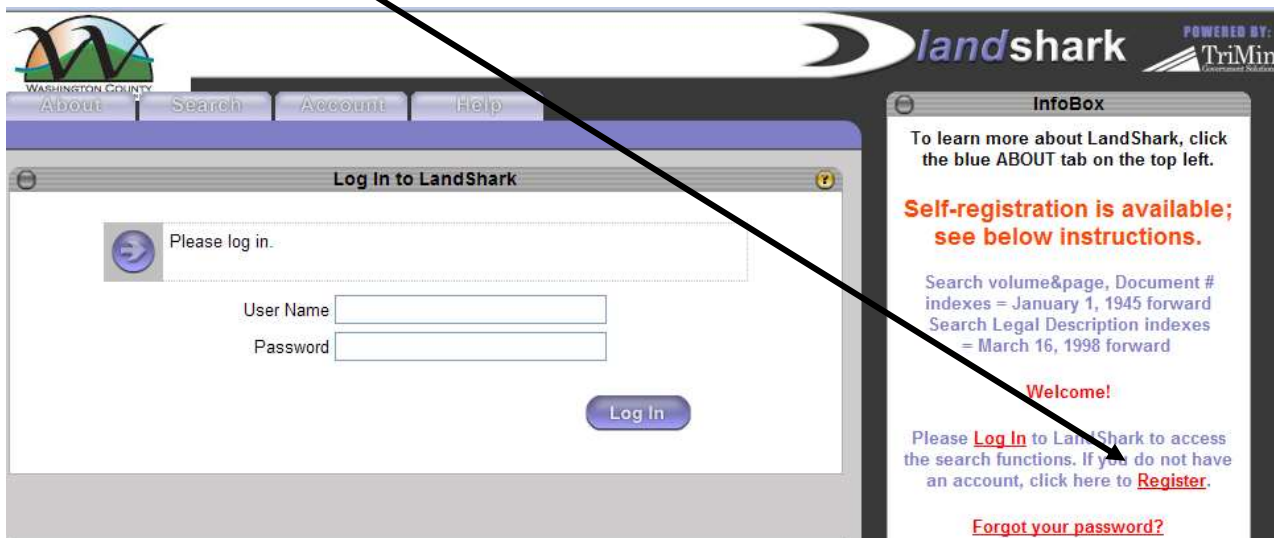


LandShark Basics

Account:

If you are new to LandShark, you must register and create a User Name and password before searching. Once the User Name and password are created, you can begin searching immediately. The information is stored at Washington County and only accessible to the Register of Deeds. The information is not resold. If the account becomes inactive for six months, all information is deleted.

Click on "Register"



Search:

All searching of real estate records is completed using the search tab. No charges apply when searching indexes or previewing images but there are statutory fees when downloading a document image.



Help:

Please contact the Washington County Register of Deeds office at 262-335-4320 or Sharon.martin@co.washington.wi.us if you have any specific questions.

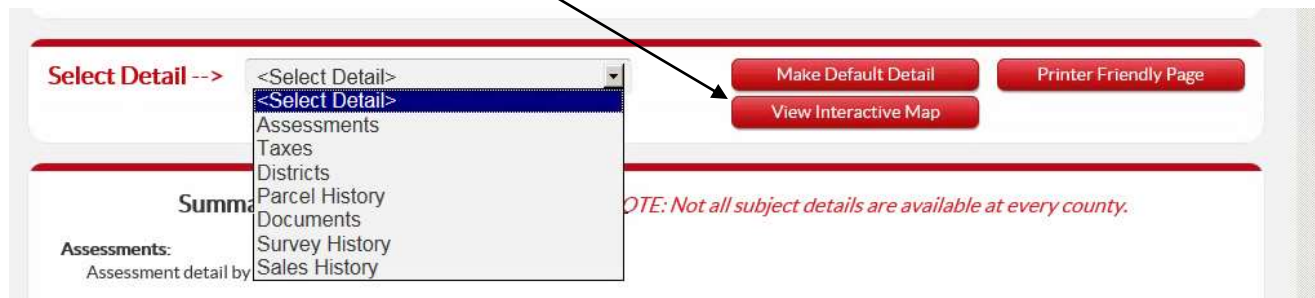
Where to Find Information

Please visit the County Treasurer's website to search for taxes and sale prices at <http://landrecords.co.washington.wi.us/LandRecords/>

Once you find the parcel you are looking for, use the "Select Detail" drop down feature to access more information.

1. Assessments = value of property.
2. Taxes = taxes paid.
3. Documents = documents recorded in the Register of Deeds office that details ownership and other miscellaneous items but is not intended to be all inclusive.
4. Sales History = previous sale price.

Click the "View Interactive Map" to see the parcel on a map. Click Survey to search for any "plats of survey" that may be available.



LandShark Menus and Navigation

The LandShark application is divided into tabs that represent the major functions of the application.

SEARCH TAB:

After logging in, every user is taken to the Search tab. Select a sub tab depending on which type of search you would like to perform.



Document

This tab enables you to search recorded real estate documents by document number. Documents can be searched from the 1830's to present.

Name

This tab enables you to search by last name from 1945 to present.

Legal

This tab enables you to search by legal description. A legal description is not an address of the property. A legal description is a metes & bounds, section/township/range of property located in an unplatted area; a lot/block of a subdivision; a lot or parcel of a Certified Survey Map; a unit/building of a condominium. Legal descriptions can be searched from March 16, 1998 to present.

Vol/Page

Users can search by the volume and page number where the document is located. Volumes and pages can be searched from the 1830's to present.

Tract

This enables you to search the scanned pages from the tract books by entering the Metes & Bounds legal description or Subdivision/Condominium Plat name. Tract book pages can be searched from the 1830's to March 16, 1998. There is no cost to download pages.

Federal Tax Liens

Users can search information about Federal Tax Liens filed against taxpayers or the real estate property. Users can search by taxpayer name, lien number, date or document.

Once the details of your search are displayed, you can click various options; see below.

The screenshot shows the Washington County LandShark website interface. At the top, there is a navigation menu with tabs for 'About', 'Search', 'Account', and 'Help'. Below this, there are sub-tabs for 'Document', 'Legal', 'Vol/Page', 'Tract', 'Results', and 'Detail'. The main content area is titled 'Display Details for Document #123ABC'. It contains a table of document information:

123ABC		
Instrument Code: QCD	Date Recorded: 1/1/1999	Fees: \$0.00
Instrument Date: 01/01/1999	Time Recorded: 9:00 AM	Returned: MAIL (REGULAR)
Verified: NO	Adjusted: NO	

Below the table, there is a 'Detail' section with the following information:

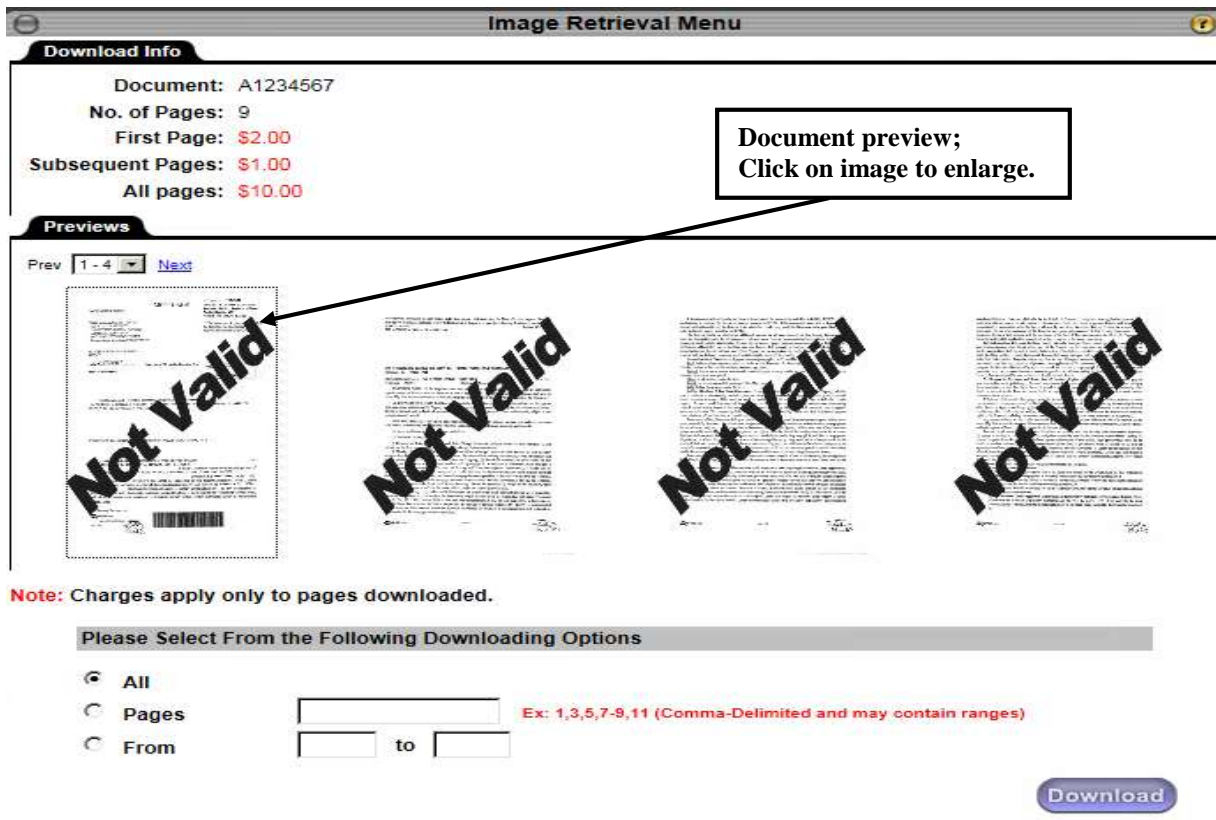
Returned To: REGISTER OF DEEDS
Address 1:
Address 2:
City/St/Zip:
Grantor 1: SMITH JOHN Grantor 2: SMITH MARY
Grantee 1: JONES JAMES Grantee 2: JONES JANE

Comments:
Cartridge: Volume: Page:
Transfer Fee: Mortgage: Exempt Code:
Deed Tax: MRT: Cons. Fee:
Reference: Ref Inst: Ref Vol/Page:

On the right side of the detail section, there are five buttons: 'Image', 'Legals', 'Grantor/ees', 'Comments', and 'Prev. Ref'. Arrows point from these buttons to a callout box on the right:

- 'Image' button points to 'To view image of Document'
- 'Legals' button points to 'Legal description'
- 'Grantor/ees' button points to 'Additional names in transaction'

Click the blue Image button to preview the document for free. There is a statutory fee of \$2.00 for the first page, \$1.00 for each additional page to print the document. Click download to add your credit card information.



Washington County subscribes to a secure on-line payment Merchant who will pre-authorize your card and verifying there is available credit. Please read the Pre-Authorization Agreement and click confirm. Washington County does not store any credit card information.

Once you have completed the credit card information, you are now back at the Display Detail screen.

1. Click Image icon again
2. Image Retrieval Menu will display. Choose the page(s) you want to download. **By clicking the download icon again, your credit card will be charged.** Do not log out before completing your search; if you do, it will close out your credit card and generate a statement. If you have more searching to complete, you will be subject to another convenience fee.

Conducting Searches

Grantor/Grantee Name Search

Use Name Search when you want to view documents that reference a particular grantor/grantee, or buyer/seller name. By providing all or part of the name as search criteria, the system displays a results list of matched documents sorted by name.

1. Type the name you are searching for using last name followed by first name (do not include any punctuation).
2. Exact Search box (optional) is not usually checked when completing basic searches.
3. Select an instrument group (optional). This narrows your search to only certain document types.
4. Change the search date range (optional). Only documents recorded in the Register of Deeds office on or between the dates you supply will appear.
5. Click the Search button.

The screenshot shows the 'Search by Grantor/Grantee Name' interface. At the top, there are logos for Washington County Wisconsin and LandShark, with 'POWERED BY: TriMin' on the right. The navigation bar includes 'About', 'Search', 'Account', and 'Help'. Below this is a secondary bar with 'Document', 'Name', 'Legal', 'Vol/Page', 'Parcel Id', 'Federal Tax Liens', 'Tract', 'Results', and 'Detail'. The 'Name' tab is selected and circled. The main search area has a title 'Search by Grantor/Grantee Name' and a text box with the instruction: 'Enter the Grantor or Grantee name using the following format: LASTNAME FIRSTNAME M'. Below this, it says: 'You only need to enter as much of the name as you know. You can also limit your search by the instrument group or date.' The search form includes: 'Name: [text input]', 'Exact Search: ', 'Instrument Group: [dropdown menu showing 'All Instruments']', and 'Search Date Range: [calendar icon] 01/01/1830 [calendar icon] To: [calendar icon] 02/20/2012 [calendar icon]'. A 'Search' button is at the bottom right. A callout box with arrows pointing to the 'Exact Search' and 'Instrument Group' fields contains the text: 'Exact Search and Instrument Group boxes are optional.'

Any documents found matching your search criteria will be listed alphabetically on a Results page. Select from this list, or narrow down your search by clicking the Back button on your Internet browser and entering more detailed search criteria.

Legal Description Search

To review the history of a particular piece of property, you can search for all documents that reference the legal description of that property. Legal description computer indexes start on January 1997 and continue forward. (Legal description searches prior to January 1997 must be completed using the TRACT option.) By providing all or part of the legal description as search criteria, you can display a list of the documents sorted by legal description. You can then select from this list the individual documents to view.

For all basic searches, you do not need to change any of the default settings. To narrow your search criteria, you may specify a starting date range. **By choosing a starting date, you may not capture some of the information regarding a particular parcel.**

Search by Legal Description

Search Order: Ascending

Instrument Group: All Instruments

Search Matching: Normal Matching

Search Date Range: 01/01/1830 To: 02/20/2012

There are three types of legal description search options: Metes & Bounds, Platted Subdivision or Certified Survey Maps, and Condominiums.

Metes & Bounds:

Metes and Bounds descriptions are broken into 40 acre parcels. Keep in mind that using the search type below, all entries within the 40 acres are displayed and may not directly affect the parcel you are searching.

Click to enter Section, Township, and Range, Quarter sections (Other Lot Code and Lot are optional and may not be used in all searches). Washington County's Metes & bounds description contain the following information: Sections 1 to 36; Townships 9, 10, 11, 12; Ranges 18, 19, 20. At minimum, type in the basic information from your legal descriptions (see example below).

Search Type: Ready to submit, but you can enter other search fields now.

Section 1 Township 9 Range 20

[Metes and Bounds Locator](#)

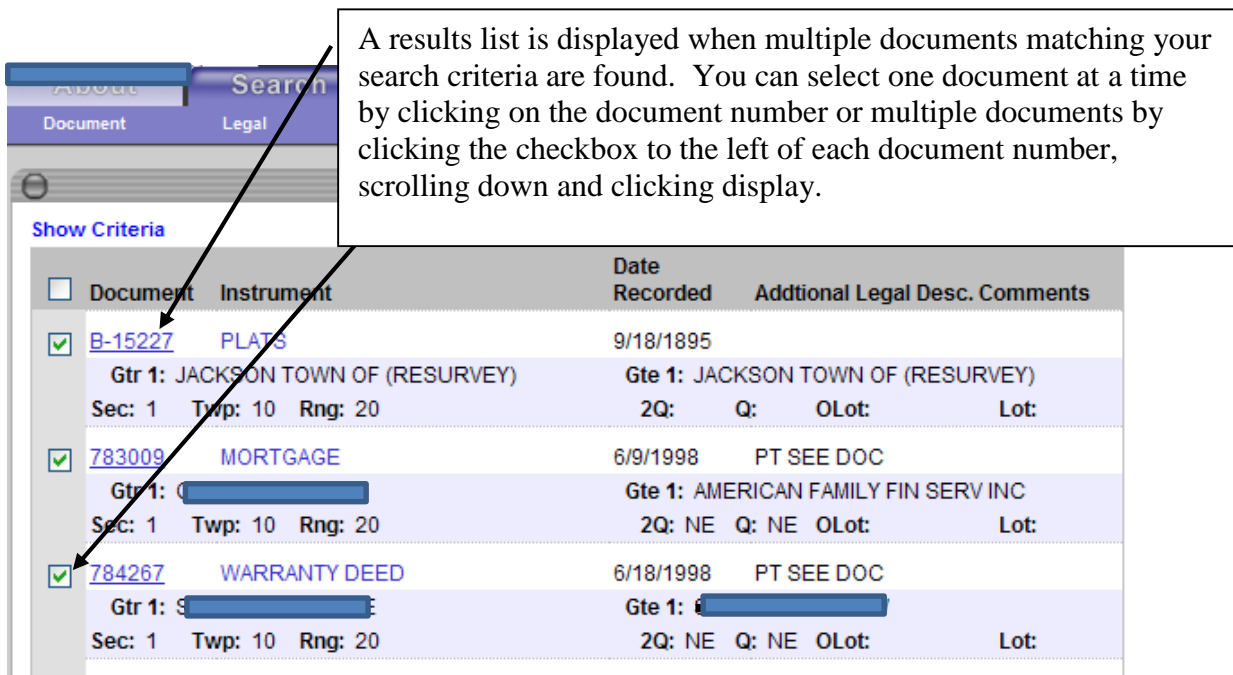
Metes & Bounds

QQ: NE Q: NE

Other Lot: Lot:

Search

Metes & Bounds (cont'd):



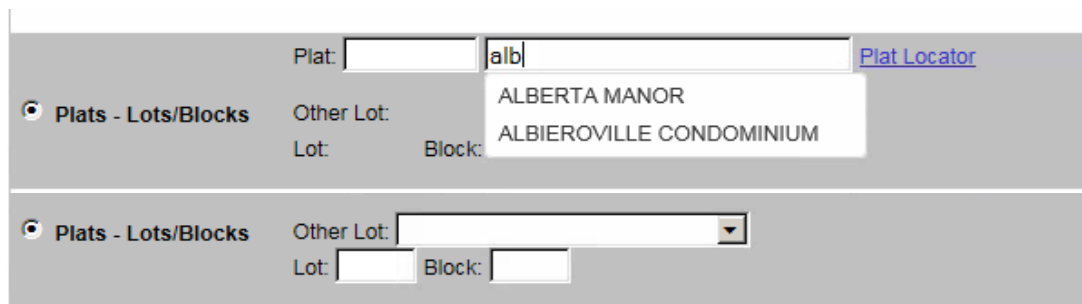
A results list is displayed when multiple documents matching your search criteria are found. You can select one document at a time by clicking on the document number or multiple documents by clicking the checkbox to the left of each document number, scrolling down and clicking display.

<input type="checkbox"/>	Document	Instrument	Date Recorded	Additional Legal Desc.	Comments
<input checked="" type="checkbox"/>	B-15227	PLATS	9/18/1895		
	Gtr 1: JACKSON TOWN OF (RESURVEY)		Gte 1: JACKSON TOWN OF (RESURVEY)		
	Sec: 1	Twp: 10 Rng: 20	2Q:	Q:	OLot: Lot:
<input checked="" type="checkbox"/>	783009	MORTGAGE	6/9/1998	PT SEE DOC	
	Gtr 1: [REDACTED]		Gte 1: AMERICAN FAMILY FIN SERV INC		
	Sec: 1	Twp: 10 Rng: 20	2Q: NE	Q: NE	OLot: Lot:
<input checked="" type="checkbox"/>	784267	WARRANTY DEED	6/18/1998	PT SEE DOC	
	Gtr 1: [REDACTED]		Gte 1: [REDACTED]		
	Sec: 1	Twp: 10 Rng: 20	2Q: NE	Q: NE	OLot: Lot:

Subdivisions (Plats):

Click Search, click Legal, and click Plats–Lots/Blocks to enter Subdivision, Lot (Block). (For Certified Survey Map (CSM), see next page.)

The first step is to start typing the subdivision name and when the computer displays the correct name, click on the subdivision name. You can add your lot (and block) or just click search.



Plat: [Plat Locator](#)

Plats - Lots/Blocks Other Lot:
Lot: Block:

Plats - Lots/Blocks Other Lot:
Lot: Block:

Certified Survey Maps (Plats):

For Certified Survey Map (CSM), Click Search, click Legal, and click Plats–Lots/Blocks.

Plat: [Plat Locator](#)

Plats - Lots/Blocks

Other Lot: Lot: Block:

The first step is to click Plat Locator and a separate window will pop up. Type the initials CSM and the map number and click OK. Click the Plat # of the CSM you are searching and the information will populate your search screen. You can add your lot number or just click search.

Choose a Plat Number

Position to Plat Description:

Results 1 - 150 of 1000

Plat #	Plat Description
34321	CSM 4321 V28 P254 PT SWNW 33 12 19
34322	CSM 4322 V28 P258 PT NENE, NWNE & SENE 27 10 19
34323	CSM 4323 V28 P260 PT NWSW 5 11 18
34324	CSM 4324 V28 P264 REDIV L1 CSM 3036 PT NENW & NW&SWNE 36920

Plat: [Plat Locator](#)

Plats - Lots/Blocks

Other Lot: Lot: Block:

Plats - Condos

1. Click plat locator.
2. Type CSM & number and click OK.
3. Click Plat #.
4. Add lot (optional)
5. Click Search.
6. Results will display.

Condominiums:

Click Search, click Legal, and click Plats-Condos. Type the Condominium name and when the computer displays the correct name, click on the condominium name and click search. (Do not enter the specific unit or building).

Plat: [Plat Locator](#)

Plats - Condos

Unit: Bldg:

- LAKE PARK EAST EXT (UNITS 1-ETC, BLDG 1E-5E)
- LAKE PARK EAST EXT AMEND (BLDG 24,27,31)
- LAKE PARK EAST EXT AMEND (BLDS 26,28,29)
- LAKE PARK FOREST CONDOMINIUM

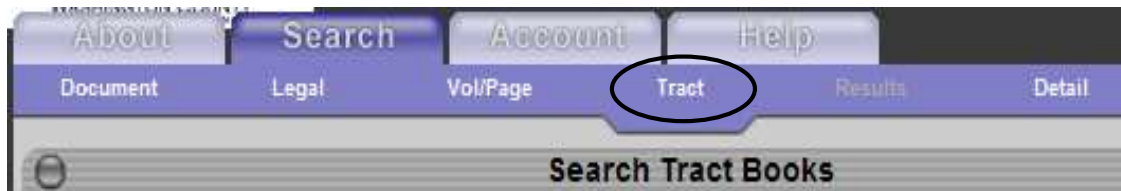
Tract Book Search

Recorded real estate documents were manually indexed by legal descriptions in large paper books known as Tract Books. Use this tab to search legal descriptions prior to the computer indexes from 1830's through January 1997. Information found in the Tract Search gives volume and page references that can be used to get information about a piece of property prior to the computer indexes. Once you have retrieved the volume and page, go to the Vol/Page search tab.

Select one of the following search options:

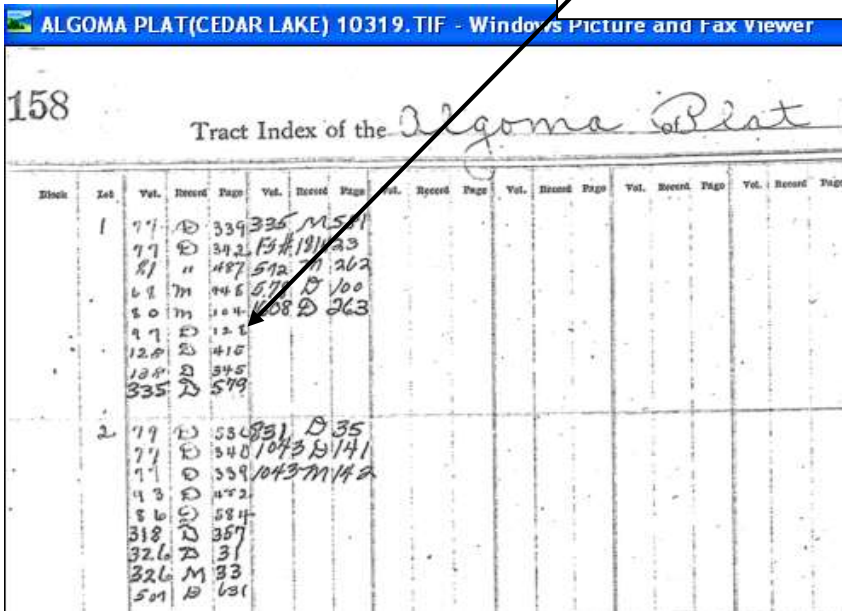
- Metes & Bounds: Section, Township, Range, Quarter sections.
- Plats – Lots/Blocks: Subdivision.
- Plats – Condos: Condominiums.

1. It is not necessary to enter any lot/block or unit/building numbers for Plats. All the pages for each description will display.
2. There is no cost to download tract book pages.



The screenshot shows a search results table with columns for 'Ref ID', 'Entry Type', and 'Plat Id'. The first row is highlighted with 'B1123' in the 'Ref ID' column and 'Plat' in the 'Entry Type' column. A callout box with a white background and black border contains the following instructions:

1. Click Ref ID Number.
2. Click Image – please wait 60-90 seconds for image to display.
3. Tract Book Page will display.
4. Using Volume & Page numbers, click Vol/Page in Search tab to display the indexes.



Terms and Definitions

The LandShark application uses some terms that may not be immediately familiar to you. The list below defines these terms.

Document Number	The Register of Deeds office records documents and assigns document numbers. This number is used to index and track the document in LandShark.
Instrument Code	Title of the recorded real estate document (ie, mortgage, satisfaction, warranty deed). Instrument is also referred to as Document.
Grantor	The <i>grantor</i> on a document is the person who grants the transaction. Usually, this means the one selling a parcel of land, but it can be the grantor of a will, or a lien. A document may list more than one grantor.
Grantee	The <i>grantee</i> is the person receiving the grant of the transaction (or tract of land) or who loans money to the grantor (ie, bank or mortgage company). Again, a document can list more than one grantee.
Instrument Group	Documents may be sorted into Instrument Groups for the purpose of reporting and searching. You can conduct searches on all instrument groups or narrow your search to only certain types of documents. Examples would be an instrument group of “Mortgages” for all recorded mortgages or “Satisfactions”, for all recorded satisfactions.
Search Matching	This is a selection criterion in legal searches. Normal matching lists any document whose legal description includes this property. Exact matching lists only documents whose legal description is an exact match.
Search Order	An ascending search order lists documents in oldest to newest order. A descending search order lists documents in newest to oldest order.
Search Date Range	Search Date Range refers to the date the document or documents were recorded in the Register of Deed’s office. If you enter a starting date, only documents filed on or after the date you supply will appear.
Tract	Tract refers to the manual paper tract books, with indexes containing volume and page references by legal descriptions. This feature is used to search legal descriptions from 1830 to March 16, 1998 and will refer to the volume and page of the document of record.