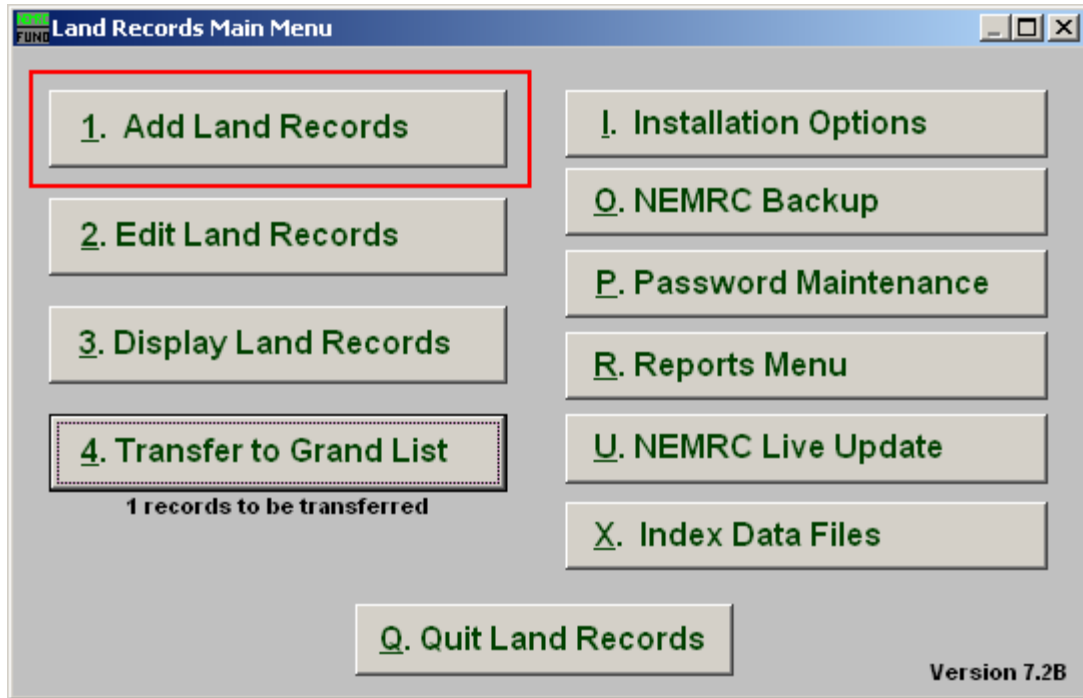


# Land Records

## 1. Add Land Records



Click on “1. Add Land Records” from the Main Menu and the following window will appear:

# Land Records

## Add Land Records

The “General” tab

1. **Selector:** Enter the names of grantors in the provided lines in the top block. Enter the names of grantees in the provided lines in bottom block.
2. **Add:** Click this button next to each block, according to need, to add more grantors or grantees to the record.
3. **Remove:** Click on an existing grantor or grantee line and click the appropriate button to eliminate the line from the record.
4. **Parcel number:** Enter the grand list Parcel ID if appropriate for this recording.
5. **Instrument code:** Enter the user defined instrument code or click the “Find” button to select from the table.
6. **Location:** These location fields are user definable and should be used in a consistent fashion for each instrument code.
7. **Book:** Enter the book number this transaction is recorded in.

## Land Records

- 8. Pages:** Enter the page number range this transaction is recorded on.
- 9. Date:** Enter the date on the written document.
- 10. Book:** Enter the book number of the reference, if appropriate, for this instrument.
- 11. Pages:** Enter the page number range of the reference, if appropriate, for this instrument.
- 12. Date:** Enter the date the document was received.
- 13. Time:** Enter the time the document was received.
- 14. Amount:** Enter the amount paid for recording the instrument.
- 15. Date:** Enter the date the fee was paid for recording the instrument.
- 16. Sequence:** Use the “Find” button to locate a previously recorded instrument when the current instrument is for discharging/releasing another instrument.
- 17. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 18. Close:** Click this button to close without saving changes and return to the previous screen.
- 19. Return to info:** Click this button to open a window to enter a return address this recording was sent back to.
- 20. Miscellaneous:** Click this button to open a window for filling user defined fields from Installation Maintenance.
- 21. Assignments:** Click this button to assign this record to another instrument.
- 22. DischarGes:** Click this button to relate this instrument to another instrument that recorded the discharge of the presently open record.

# Land Records

## The “Grand List” tab

Land record data entry

General Grand List

Information for Transfer to Grand List

1 ☒ Transfer this instrument to Grand List

2 ☐ This instrument has been transferred to Grand List

Sale price 3 0.00

Sale date 4 / /

Owner 5

Address 6

6

City 7

State 8

Zip 9

10 Save 11 Cancel 12 Close 13 Delete

1. **Transfer this instrument to Grand List:** Check this box 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. Un-check this box if you want the record to transfer again to the Grand List.
3. **Sale Price:** Enter the sale price of the property.
4. **Sale date:** Enter the sale date of the property.
5. **Owner:** Enter the new owner’s name to appear in the grand list.
6. **Address:** Enter the new owner’s mailing address to appear in the grand list.
7. **City:** Enter the new owner’s mailing city to appear in the grand list.
8. **State:** Enter the new owner’s mailing state to appear in the grand list.
9. **Zip:** Enter the new owner’s mailing zip code to appear in the grand list.

## Land Records

- 10. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.
- 12. Close:** Click this button to close without saving changes and return to the previous screen.
- 13. Delete:** Click this button to delete this account and return to the previous screen.