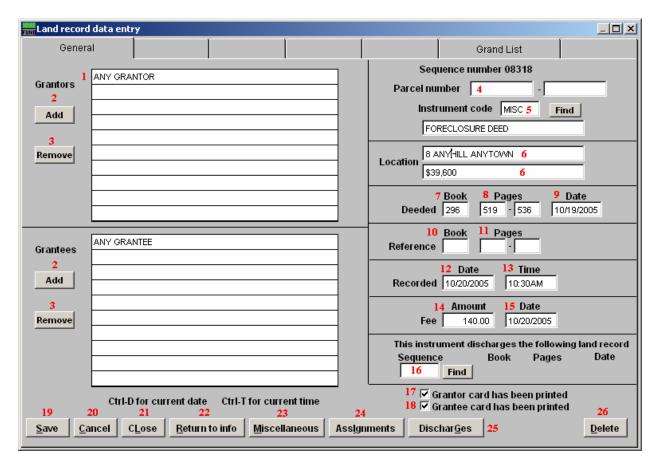# 2. Edit Land Records

Table of Contents

Click on "2. Edit Land Records" from the Main Menu and the following window will appear:

Land Records

Add Land Records

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

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

3. **Sequence number:** Type in the sequence number or click the "Find" button to select from a lookup table when locating a record by sequence number.
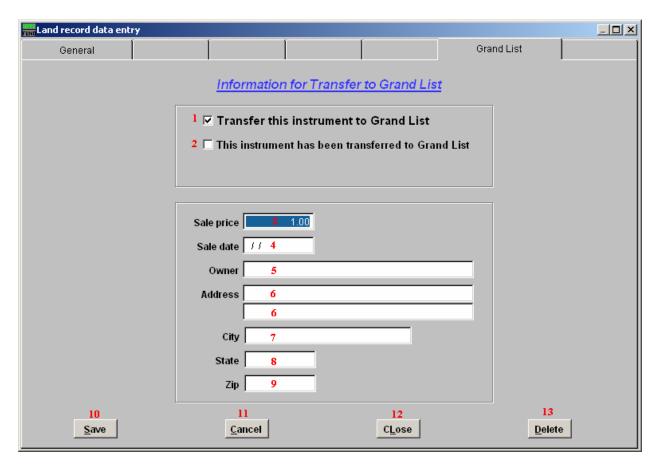
Land Records

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 of 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. **Grantor card has been printed:** This box is checked after the Grantor card has been printed. Uncheck the box if you want the Grantor card printed again.

18. **Grantee card has been printed:** This box is checked after the Grantee card has been printed. Uncheck the box if you want the Grantee card printed again.

19. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

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

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

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

23. **Miscellaneous:** Click this button to open a window for filling user defined fields from Installation Maintenance.

24. **Assignments:** Click this button to assign this record to another instrument.

25. **DischarGes:** Click this button to relate this instrument to another instrument that recorded the discharge of the presently open record.

26. **Delete:** Click this button to delete the record, a confirmation window will appear before the record is removed.

Land Records

The "Grand List" tab

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.

10. **Save:** Click this button to save this information to 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 with out saving changes and return to the previous screen.

13. **Delete:** Click this button to delete this account and return to the previous screen.