

MONTGOMERY COUNTY RECORDER OF DEEDS OFFFICE

Nancy J. Becker, Recorder of Deeds

Quick Search Guide: Searching Public Records

Welcome to the new Recorder of Deeds Online Records!

The system can be used to search document from 1972 to the present. Images are available at the Recorder of Deeds office search terminals from 2003 forward. Documents are available as soon as they are recorded and are clearly marked if they are verified or not. Records can be searched by Name(s), Document Number, Book/Page, Parcel ID and Address.

We hope you find our new Search Portal helpful as we continue to find ways to serve you better.

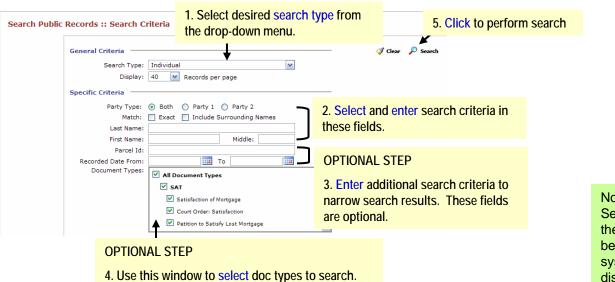
Nancy J. Becker

Accept

Accessing the County Portal



Search Criteria Window



Note: The General Criteria Section also allows you to specify the number of document results to be displayed per page. The system defaults to 10 and will display up to 100 results per page.

In the **General Criteria Section**, determine your search type:

- Individual = search only for people by name
- All Names = search for people and business entities
- Document Number = search for a document by document number
- Book/Page = search for a specific document by its book/page
- Parcel ID = search for documents by parcel ID. Please note: Documents prior to 1993 cannot be searched for in this manner.

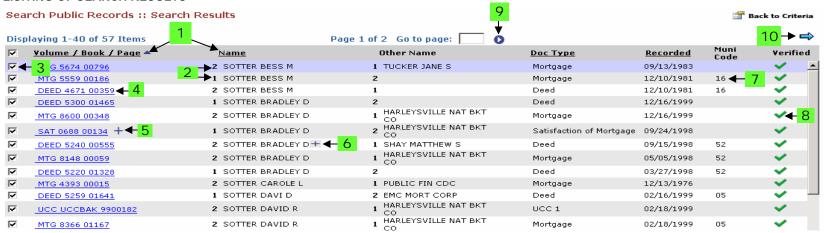
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In the Specific Criteria Section, search options include the following:

- Party Type = When searching by name, to search only for the grantor or mortgagor, select "Party 1." For the grantee or mortgagee, select "Party 2." To search for all parties, click "Both."
- Match = To use a fuzzy search to return similar names to what you have entered in the name fields, click on "Include Surrounding Names." "Exact" will only search on your exact name entry.
- Names = If searching by individual, you can enter name data by first, middle, and last name. If you are
 searching by "all names", you will be limited to one field to enter name data. Within this field, you can
 enter both business names or individual names. Individual names can be entered in the following ways:
 Smith, Tom A; Tom A Smith; Tom Smith.
- Recorded Date = Specify a date range to search within or leave this field blank to search within the
 entire available time range. Please note: If from date is entered and the to date is left blank the system
 will default to search to the county's current effective date.
- **Document Types** = Select one or multiple document types to search for. Click on "All Document Types" to select on all doc types.

View Search Results

LISITING OF SEARCH RESULTS



The search results window returns all search results, and displays a specific amount of documents per page as specified in the general criteria section of the Search Criteria window. The window allows you to perform the following tasks:

- 1. Underlined header names indicate a sortable column; click to sort
- 2. 1 or 2 next to the name indicates a Party as "1" (grantor/mortgagor) or "2" (grantee, mortgagee)
- 3. Click off box to choose documents for viewing indexes and images; all documents are selected by default
- 4. Click on the underlined document number to view document information (indexes and images)
- 5. Indicates the document displayed has associated documents; click to view location (doc #, book & page) of the associated documents
- 6. Indicates there are additional names for the party type; click to view all names; can also mouse-over displayed name to view all names
- 7. Mouse over to view the municipality name
- 8. A green check mark indicates the document has been verified; a red x mark indicates the document is not verified
- 9. Enter a specific page number to jump to the page
- 10. Go to the next page of search results

Document Information Window

