

PUBLIC ACCESS USER'S GUIDE

Note: pursuant to local ordinance, you are unable to search our records by name. You must use the legal description of the property you are interested in. Additionally, you are unable to search by tax key as these keys change frequently and are mostly inaccurate.

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What is Public Access?

Public Access is a search tool Waukesha County uses to allow the public to search our repository remotely. All documents are searchable by **legal description**. The ability to search by name has been removed for remote users but is still available inside our office. Here are a few frequently asked questions...

How far back can I search on your website?

Currently, documents are *searchable* from 1994-present. However, the actual repository has documents going all the way back to 1953 that still need to be indexed so they can be searched for. For now, if you have a document number, reel/image, or volume/page, you can use this information to view the document.

Can I use your Public Access Document Search on my phone, tablet, or other mobile device?

No. While we've upgraded to enable users to use Internet Explorer, Chrome, and Firefox, you must use a desktop or laptop computer. You may have difficulties viewing and purchasing documents on a mobile device.

I have an unplatted description, how can I narrow down my results?

You can further search by a date range or sort your results alphabetically.

Can I search by name?

No, local ordinance prohibits the searching of names outside of the Register of Deeds office. If you come into the office this functionality is available to use.

I entered a tax key number and little to no results showed up, why?

The Register of Deeds office stopped indexing documents by tax key because of the frequency at which they change. They change so much that it makes them unsuitable as a searching mechanism.

Finding your “LEGAL DESCRIPTION”

In order to use our system efficiently, you will need to have the legal description of the property handy. The legal description is what all documents that are recorded in our office will be indexed to. Some documents can get recorded without a legal description, but there are ways to find those documents that we’ll go through later.

To find your legal description, you will want to go to this website: <http://tax.waukeshacounty.gov> [TAX LISTING & BILLING SEARCH].

Search Instructions

- Leave out spaces and punctuation when searching for tax keys (i.e. BR C 1234.555 should be entered as BRC1234555).
- Leave out spaces and street name when searching a grid address (i.e. S99W22910 NORTON AVE should be entered as S99W22910).

Input the address of the property, and then click on *Search*.

Enter Tax Key, Address or Name here:

Address goes here.

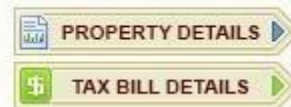
You will likely get some results, but if you do not, try entering the address again. Click on “Property Details”

76 results found.

123 CARPENTER CT

Tax Key: MUKV2012093

2017 REAL Property Owner: MELISSA S WHITEHOUSE



LEGAL DESCRIPTION

LOT 93 MUKWONAGO ESTATES PT SE1/4 SEC 35 T5N R18E DOC# 3838555

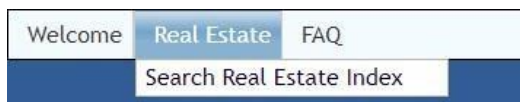
Now, on this screen you will see a lot of useful information including the legal description. Write down the legal description of the property, which in this case is a subdivision legal description. The important parts are the subdivision name “Mukwonago Estates” and the lot number “93” if it lists a block note that also. Then switch over to Public Access as directed below.

Searching Public Access with your Legal Description

Using the legal description from the previous section, you are now able to find documents related to that property. We will go over the other types of legal descriptions as well, but we are going to start here with the Subdivision type first.

Direct link to Public Access: <https://landrecordspublicaccess.waukeshacounty.gov>

When you first access the site you will be greeted with a disclaimer. Simply accept the terms and conditions, the page will refresh. **VERY IMPORTANT:** click the “Real Estate” tab and keep mouse there until drop down menu appears. The drop down will have only one option “Search Real Estate Index”. Click on the Search Real Estate Index bar and the search form will appear.



You will now be on the main Public Access Document Search site and can begin searching for documents related to the property in question.

Searching Public Access using your Subdivision legal description

If your legal description contains a Lot, Block, Outlot, and/or Subdivision name, this guide will show you how to Search our records for it.

The area of the search options you will be using will be "Platted Description" as shown below.

Platted Description

Subdivision:

Lot: Block: Out Lot:

As an example, we will use this legal description: Subdivision Name:

Cardinal Crest

Lot: 1 in Block: 1

Input your information in a similar fashion as shown below:

Platted Description

Subdivision:

Lot: Block: Out Lot:

Click "Search" at the bottom of the page and you will get a list of results that are indexed to the legal description.

Real Estate Document Access

Criteria: Subdivision contains CARDINAL CREST Lot from 1 Block 1 [Click here for Search Instructions](#)

Showing Records 1 through 25 (27 records found as of 11/22/2017 03:02:04 PM [count again](#))

Buy a Copy [Results List](#) [Selected Detail\(s\)](#) [Selected Image\(s\) \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) Page 1 of 1 Sort By:

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Status
1	View	2017132	01/09/1995	01/09/1995	MORTGAGE - BANK	[R] WILLIAMS CHARLES R (+) [E] MUTUAL SAVINGS BANK	CITY OF BROOKFIELD CARDINAL CREST LT 1 BLK 1	
2	View	2021501	02/02/1995	02/02/1995	SATISFACTION OF MORTGAGE ET AL	[R] MUTUAL SAVINGS BANK [E] WILLIAMS CHARLES R (+)	CITY OF BROOKFIELD CARDINAL CREST LT 1 BLK 1	
3	View	2095654	01/24/1996	01/24/1996	MORTGAGE - BANK	[R] WILLIAMS CHARLES R (+) [E] MUTUAL SAVINGS BANK	CITY OF BROOKFIELD CARDINAL CREST LT 1 BLK 1	

Searching Public Access using your Metes & Bounds legal description

If the legal description shown is only a Quarter Section, Town, and Range only on the tax roll. This means it has not been platted into a recorded map such as: Subdivision Plat, Certified Survey Map, and Condominium Plat etc... See Example below:

LEGAL DESCRIPTION

E.50 NW.25 SEC 35 T6N R20E 80 AC DOC #3715598

Which means the property description given will be in surveyor’s terms and by the quarter section, it resides in. This example would be the NW Quarter of Section 35, Township 06, and Range 20 and followed by a more exacting description of its boundaries and dimensions. You will need to use the “UNPLATTED DESCRIPTION” search on the form.



Unplatted Description

Township: 06
Section: 35

Range: 20
Qtr: NW

All unplatted properties in that quarter section (can be multiple) described will indexed under the quarter section they are in. Thus, there may be numerous document results. You will need to sort by date order or alphabetical name order and watch the grantor/grantee names on the document results.

Searching Public Access using your Condominium legal description

Your tax roll legal description will likely contains a Unit, Building and a Condominium name.

Example:

DONNA M PADDOCK 1337 CAMDEN WAY UNIT 4 WAUKESHA, WI 53186	1337 CAMDEN WAY UNIT --- WAUKESHA, WI 53186
Contact Us to Update Mailing Address	
LEGAL DESCRIPTION	
UNIT 4 1337 CAMDEN WAY, A CONDOMINIUM (R503/166) LOT 11 THE WOODS PT NE1/4 SEC 14 T6N R19E R1004/816& DOC NO 3749452	

After inputting this information, click “Search” and you will see your results

Condo Description

Condo: 1337 CAMDEN WAY CONDOMINIUM

Boat Slip:

Building:

Locker:

Parking Space:

Unit: 4

Storage:

Garage:

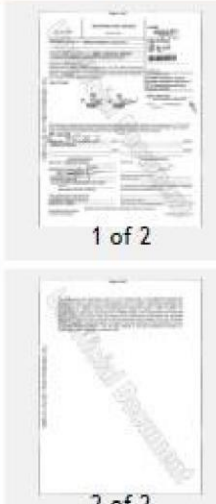
You can check to see how to enter information to search by seeing how the last deed was indexed. This is helpful when the condominium has units added in different amendments to see which amendment to search. Search by Document number and click at the legal description tab.

General **Legal Description** Related Documents 3749452

Combined Legals

Multi Seq: 0
 Legal Type: CONDO
 Combined [1337 CAMDEN WAY CONDOMINIUM CITY OF WAUKESHA PIN WAKC1349011004 UNT 4](#)
 Legal: [WAUKESHA PIN WAKC1349011004 UNT 4](#)

Type: CONDO
 Multi Seq: 0
 Town: CITY OF WAUKESHA
 Condo: 1337 CAMDEN WAY CONDOMINIUM
 Block:
 Pahse:
 Building:
 Unit: 4



Example condominium with multiple amendments:

RDJF TRANSITION TRUST 235 N ELM GROVE RD
 235 N ELM GROVE RD A BROOKFIELD, WI 53005
 BROOKFIELD, WI 53005

Contact Us to Update Mailing Address

LEGAL DESCRIPTION

UNIT 235 A BISHOPS GROVE CONDO SW1/4 SEC 25 & NW1/4 SEC 36 T7N R20E DOC 3292139 ('05) DOC 3984595 ('13)

Looking up the deed 3984595; legal description tab shows it has been indexed to:
 BISHOPS GROVE CONDOMINIUM 2ND AMENDMENT PHASE III Building 4 and unit 235A.
 The rest of the documents for this address/units should also be indexed, to the same legal description.

Condominiums can also have Parking Spaces, Garages, Storage room and Storage units but must be searched separately from unit number. They will not necessarily be listed on the tax roll. Check the deed to see if they are included.

Searching Public Access using your Time Share legal description

If the legal description is a time-share legal description, this guide will show you how to search records for it. Time-shares are not on the Real Estate Tax Listing and Billing Search tax Roll. The only Waukesha County Time Share is, Olympia Resort in Oconomowoc. We index the records by the unit type and season. If you have this information, you can search using the "TIMESHARE DESCRIPTION" search: Example:

Time-share: **Olympia Resort**

Unit Type: **Chicago**

Season: **High/Red**

Take this information and input it as shown below:

TimeShare Description

Name: Unit Type: Season:

After inputting this information, click "Search" and you'll see your results.

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Status
1	View	3637275	03/18/2009	03/18/2009	DEED - SHERIFFS	[R] ADAMS LARRY (+) [E] VACATION OWNERS ASSOCIATION INC AT OLYMPIA	CITY OF OCONOMOWOC TS OLYMPIA RESORT UT CHICAGO SE HIGH/RED (+)	
2	View	3558853	03/31/2008	03/31/2008	ASSIGNMENT OF MORTGAGE	[R] ELDORA ENTERPRISE LLC (+) [E] TABLE ROCK INVESTMENTS LLC	CITY OF OCONOMOWOC TS OLYMPIA RESORT UT CHICAGO SE HIGH/RED (+)	

If you do not know unit type and season, you can search quitclaim deed document type since that is what is used to record timeshares. You can then limit it to a date range and then alphabetize the results to get a very basic name search.

PRIOR TO 1994 timeshares were indexed in a separate index that has now been digitized and put online. Access through the ROD webpage by clicking on the Online Tract Index (1848 -1994) button. On the right side of the next screen under **ROD Online Tools Navigation** click on the Olympia Time Share Index to open it and view the book pages. You will be able to view the grantor, grantee, Reel and Image then page through to find the deed.

INDEX BOOKS: Use these to find document postings older than our online system.

Online Tract Index (1848-1994)

Online Subdivision Index

Online Condominium Index

ROD Online Tools Navigation

- Register of Deeds Homepage
- Public Access Document Search
- Public Access Document Search Guide
- Tract Index 1848-1994
- How to Search for Federal Tax Liens and UCC Filings
- Online Subdivision Index
- Online Condominium Index
- Olympia Time Share Index

How to search for a Plat of Survey

Surveys that are brought in to us by the surveyors are scanned, indexed, and then either returned to the submitter or recycled. They are searchable by legal description of the property. Subdivisions, Certified Survey Maps, and Metes & Bounds descriptions have surveys. Condominiums rarely have surveys made available to us by the surveyors. Also, not all properties will have surveys available. We only have the ones that have been brought to us by the surveyors to be filed. In public access, search by the legal description type and restrict your results by selecting "**DOCUMENT TYPE**" to "**Plat of Survey**". This will ensure that you will only get surveys if they are available and no other type of document.

How to search for a Federal Tax Lien

The Federal Tax Liens that are recorded in this office typically do not contain a legal description. They are indexed by the grantor/grantee, returnee, and the property address that is printed on the document is indexed in freeform. A rudimentary name search can be done by:

To begin, select all versions of a Federal Tax Lien from the "**Document Types**" list.

Document Type:

- FTL - MISC
- FTL - ORIGINAL
- FTL - REFILE
- FTL - RELEASE
- FTL PARTIAL RELEASE

Criteria: Filed Date between 08/01/2017 and 11/07/2017 Document Type in FTLM, FTLO, FTLP, FTLR, FTLP. Sorted by Grantor Ascending (clear sort) Showing Records 1 through 25 (163 records found as of 11/07/2017 04:24:43 PM count again)

Buy a Copy Results List Selected Details Selected Images (Clean) Other Options New Search Refine Search Page 1 Sort By: Grantor, Ascending

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse
102	View	4208829	11/02/2017	11/02/2017	FTL - ORIGINAL	[R] [E]
103	View	4208830	11/02/2017	11/02/2017	FTL - ORIGINAL	[R] [E]
104	View	4208831	11/02/2017	11/02/2017	FTL - ORIGINAL	[R] [E]
105	View	4208832	11/02/2017	11/02/2017	FTL - ORIGINAL	[R] [E]

SORT BY GRANTOR ASCENDING. ORIGINAL FEDERAL TAX LIENS DOCUMENT TYPE FOR ALPHABETICAL LIST OF DEBTORS. RELEASES WILL BE CROSSED REFERENCED TO ORIGINAL LIEN. CHECK THE RELATED DOCUMENTS TAB FOR RELEASE INFORMATION

Criteria: Filed Date between 11/01/2016 and 12/01/2016 Document Type in FTLM, FTLO, FTLP Showing Records 1 through 25 (26 records found as of 11/07/2017 04:31:15 PM count again)

Buy a Copy Results List Selected Details Selected Images (Clean) Other Options New Search Refine Search Page 1 Sort By:

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description
1	View	4247298	11/23/2016	11/23/2016	FTL - MISC	[R] INTERNAL REVENUE SERVICE [E] BECHERINI ALBERT E	300 UPLAND CT COLGATE W1 53017
2	View	4242914	11/02/2016	11/02/2016			
3	View	4243892	11/07/2016	11/07/2016			

Welcome Real Estate FAQ

Real Estate Document Access

Buy a Copy Results List This Detail This Image (Clean) Other Options New Search Refine Search Back to Results 4247298

General Legal Description Related Documents 4247298

Type	Instrument Number	MS	Book Type	Book	Page	Document Type
I	3208126	0				FTLO

1 of 1

A targeted search is possible since the property address is indexed in the freeform field. Select all Federal Tax Lien Types as in previous search but put the address in the "FREEFORM FIELD" in the "COMMON" section of the search form. Then click search.

Real Estate Document Access
 Permanent Index From 01/01/1953 to 10/25/2017
 Temporary Index from 10/26/2017 to 11/07/2017
 Images from 01/01/1953 [Search](#)

General
 Date Filed From: To:
 Instrument # From: To:
 Book: Page:
 Document Type:
 AFFIDAVIT
 ALIENATION OF HOMESTEAD INTEREST
 AMENDED CONDO DECLARATION
 AMENDMENT TO ARTICLES OF INCORPORATION
 AMENDMENT TO LAND CONTRACT

Cross References
 Instrument #:
 Book:

Common
 Tax Id: Municipality:
 FreeForm: 300 UPLAND CT x

Real Estate Document Access
 Criteria: Freeform Legal begins with 300 UPLAND CT [Click here for Search Instructions](#)
 Showing Records 1 through 1 (1 records found as of 11/07/2017 05:00:27 PM count again)

Buy a Copy [Results List](#) [Selected Detail\(s\)](#) [Selected Image\(s\) \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) Page 1 Sort By:

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Stat
1	View	4247298	11/23/2016	11/23/2016	FTL - MISC	[R] INTERNAL REVENUE SERVICE [E] BECHERINI ALBERT E	300 UPLAND CT COLGATE WI 53017	

Buy a Copy [Results List](#) [Selected Detail\(s\)](#) [Selected Image\(s\) \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) Page 1 Sort By:

Real Estate Document Access
 Buy a Copy [Results List](#) [This Detail](#) [This Image \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) [Back to Results](#) 4247298

Document Detail
 Instrument #: 4247298
 Multi Seq: 0
 Date Filed: 11/23/2016 09:55:32 AM
 Document Type: FTL - MISC
 Book:
 Page:
 Consideration Amount: \$118,896.64
 Remarks:
 # Pages in Image: 1
 Image:

Grantor Names
 1 C INTERNAL REVENUE SERVICE

Grantee Names
 1 P BECHERINI ALBERT

Returnee
 Name: INTERNAL REVENUE SERVICE
 Address: PO BOX 145595
 City, State, Zip: CINCINNATI OH 45250

Real Estate Document Access
 Buy a Copy [Results List](#) [This Detail](#) [This Image \(Clean\)](#) Other Options [New Search](#) [Refine Search](#) [Back to Results](#) 4247298

Related Documents
 4247298

Type	Instrument Number	MS	Book Type	Book	Page	Document Type
I	3208125	0				FTLO

How to purchase a document from Public Access

Purchasing a document from Public Access is a very simple process, similar to how other online payment sites work. Find the document you want, add it to your basket, and go through a checkout system to receive your document(s).

1. The first step is to locate the document(s) you would like to purchase. For example, we will use a single document, document number 2257324.

2. Enter this number in the “Instrument Number From” field under the GENERAL heading.

Instrument # From:

3. Click on search and you will get a results list.

#	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party Name Reverse Party Name	Legal Description	Status
1		2257324	10/23/1997	10/23/1997	MORTGAGE - BANK	[R] WOOD WILLIAM W (+) [E] CITIZENS BANK OF MUKWONAGO	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	

4. Click on the “Instrument # Book-Page” number, not the view button on the left. The document viewer will appear. Note: There is an “Unofficial Copy” watermark on documents until after they have been purchased.

5. To purchase a copy of this document, click on “This Image (Clean)” located in the top left corner under “Buy a Copy”. You will then get a prompt to “Change Item Options As Necessary”. This is where you can select which pages you want to purchase. For instance:

If you would only like the first page of this document, enter 1 into the “Page Range”.

Documents with more pages, you could indicate those pages as such:

- Individually: 1, 2,3,4,5 or -Ranged: 1-5
- even a combination of the two: 1, 3-5, 7-20, 21, 23

Change item options as necessary:

<input checked="" type="checkbox"/>	Item Number	# Pages	Page Range	Cost
<input checked="" type="checkbox"/>	2257324	2 Pages	1 - 2	\$3.00

Click on “Add to Basket” to add the item to your basket. If you’d like to add more documents, repeat this process until you are finished, then click on “ View Basket” in the upper right-hand corner of the page.

Checkout Process...

1. If you have completed all of your searching, click on the “Check Out” button at the bottom of the page. Or if you’d like to start over, click on the “Empty Basket” button next to it.

Step 1
Review Items

Step 2
Enter Payment

Step 3
Receive Items

Please bring your request numbers, along with your cash or check, to the cashier to pick up your requested documents.

Request #	Date Added	Reference #	Item Description	# Pages	Fee	Action	Notes
1721296	11/27/2017 11:08 AM	2257324	Image Access (Clean Copy): 2257324 - Page(s) 1 - 2	2	\$3.00	<input type="button" value="Remove"/>	
			Search Fee		\$5.00		
Total Fee: \$8.00							

2. Enter in your payment information.

Cardholder Information

First Name: * Last Name: *
Address Line 1: * Address Line 2:
City: * State: * Zip Code: *
Phone Number: * Email Address: *

Payment Information

Payment Method: *

Card Number: *
Expiration Date: * (in mm/yy format)
CVV: * [Where is this number?](#)

3. The website will return you to Public Access where you can then either download or print your documents. We recommend that you download the document(s) so that you will have it for later use. You will have to purchase the document again if you choose to only print the document(s) and leave the site.

This concludes the tutorial. If you have any further questions, please feel free to contact us!

- Land Records: wlandrecords@waukeshacounty.gov
- Vital Records: vitalrecords@waukeshacounty.gov
- Recording: recording@waukeshacounty.gov