Waukesha County Public Access Document Search

Finding & Purchasing Documents from Public Access

NOTE: PURSUANT TO A 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.

In order to search for records, you will need to have a legal description for your property. *Please note that this is not the same thing as your property address or tax key number.*

If you do not have your legal description, please continue to follow step 1 to get your legal description.

If you already have a legal description handy and are ready to search the records, click here to skip to searching the records.

If you already have a document number, reel/image number, or volume/page number, click here to learn more about accessing your document.

If you have additional questions about using Public Access, please click here to read our FAQs at the end of this guide.

Step 1: Finding your legal description.

A condensed version of this can be found by visiting our Tax Listing website at http://tax.waukeshacounty.gov. Input the address you would like to find documents for and click "search."

Enter Tax Key, Address or Name here:	
	(SEARCH

You'll then see a results page. Click on the "listing" arrow to go to that address' tax listing page.



Here you will be able to find the condensed legal description of the property. This is a subdivision, or "platted description." If your legal description is a subdivision, you will need to take note of any lot numbers, block numbers, and the subdivision name.

LOT 4 BLK 1 BUCHNER PARK ADD NO 2 PT NE1/4 SEC 11T6N R19E DOC NO 3519991

The following is a Certified Survey Map. You will need to take note of the parcel number and the map number.

PARCEL 2 CERT SURV 6865 VOL 57/282 PT SE1/4 SEC 24 T5N R18E R2110/520 EX R2643/876

The following is an unplatted description, you will need to know the township, range, section, and quarter (SW1/4 SEC 33 T7N R18E).

PT SW1/4 SEC 33 T7N R18E; COM NW COR LOT 34; N15°40'24"E 240.19 FT; 200.87 FT ALG ARC OF CURVE TO R WITH RADIUS OF 1000.00 FT, CHORD BEARS N21°25'40"E 200.53 FT TO POINT OF TANGENCY; N27°10'56"E 81.62 FT; S53°32'03"E 360.19 FT; S19°57'57"W 255.00 FT; S84°27'57"W 380.10 FT TO BGN :: EX PARCEL 105 TRANSPORTATION PROJECT PLAT 1330-18-20 4.26 :: DOC# 4212395

The following is a condominium legal description. Condominium require any unit numbers, building numbers, and the condominium name.

UNIT 2137-2 NORTHVIEW BEND CONDO (DOC NO 2769770)PT OUTLOT 5 BROOKSTONE WILLOWSADDN NO 1 PT SE1/4SEC 29 T7N R19E DOC NO 4194469

Step 2: Searching Public Access Using your Legal Description

You can access Public Access from the Waukesha County Register of Deed's website (https://www.waukeshacounty.gov/ROD/), under "More Information."

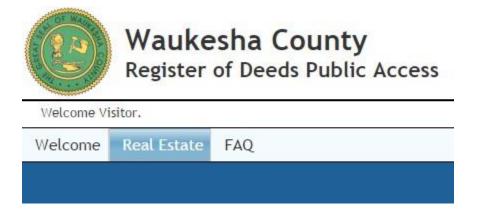
You may also click and/or bookmark this link for easier access: http://landrecordspublicaccess.waukeshacounty.gov

You will be taken to the welcome screen. To continue, please read and accept the terms and conditions for use of the website.



Click here to acknowledge the disclaimer and enter the site.

Once you've accepted the terms and conditions, hover your mouse cursor over "Real Estate" and select "Search Real Estate Index". You'll notice that the UI has been updated.



Here you will see many search fields, do not be overwhelmed—a lot of them are unused, or will not be useful for your particular legal description.

We'll go through each of the legal description types, one at a time.

Platted Description

This is our legal description for a platted description, in a subdivision.

LOT 4 BLK 1 BUCHNER PARK ADD NO 2 PT NE1/4 SEC 11T6N R19E DOC NO 3519991

Select your subdivision from the drop-down list, and enter any lot and block numbers.

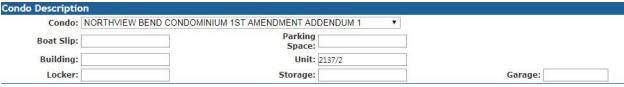


Condo Description

This is our legal description for a condominium unit.

UNIT 2137-2 NORTHVIEW BEND CONDO (DOC NO 2769770)PT OUTLOT 5 BROOKSTONE WILLOWSADDN NO 1 PT SE1/4SEC 29 T7N R19E DOC NO 4194469

Select your condominium, enter your unit number, and building number, if applicable.



Unplatted Description

This is our legal description for an unplatted description, sometimes referred to as a "quarter section" or a "metes and bounds" legal description.

Be aware that if your legal description is this type of legal description, you will want to have additional search criteria, such as a date, as a quarter section will contain many other parcels. Please limit your search options by date, as there is a maximum number of results.

PT SW1/4 SEC 33 T7N R18E; COM NW COR LOT 34; N15°40'24"E 240.19 FT; 200.87 FT ALG ARC OF CURVE TO R WITH RADIUS OF 1000.00 FT, CHORD BEARS N21°25'40"E 200.53 FT TO POINT OF TANGENCY; N27°10'56"E 81.62 FT; S53°32'03"E 360.19 FT; S19°57'57"W 255.00 FT; S84°27'57"W 380.10 FT TO BGN :: EX PARCEL 105 TRANSPORTATION PROJECT PLAT 1330-18-20 4.26 :: DOC# 4212395

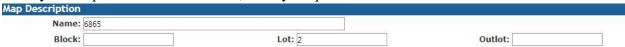
You will then enter your township, range, section, and quarter.



This is our legal description for a Certified Survey Map, or CSM parcel.

PARCEL 2 CERT SURV 6865 VOL 57/282 PT SE1/4 SEC 24 T5N R18E R2110/520 EX R2643/876

Enter your map number under "name," and your parcel number under "lot."



I already have a document number, reel/image number, or volume/ page number.

If you already have a reference number, you can insert your number under "General."

With a document number, simply insert your number under "Instrument # From."



If you have several consecutive instrument numbers, you can insert the ending number in the "To" field.



If you already have either a Reel/Image number, or Volume/Page number, insert the Reel or Volume under "Book," and the Image or Page under "page."



NOTE: WHEN SEARCHING BY DOCUMENT NUMBER, IF YOU HAVE A SIX DIGIT NUMBER THAT YIELDS NO RESULTS, PLEASE ENTER A 0 BEFORE YOUR NUMBER. For example, "625345" may yield no results, but "0625345" will have a document as a result.

Step 3: Viewing and Purchasing a Document

You will then have a list of results. You can sort the results by clicking on the drop down menu next to "Sort By."

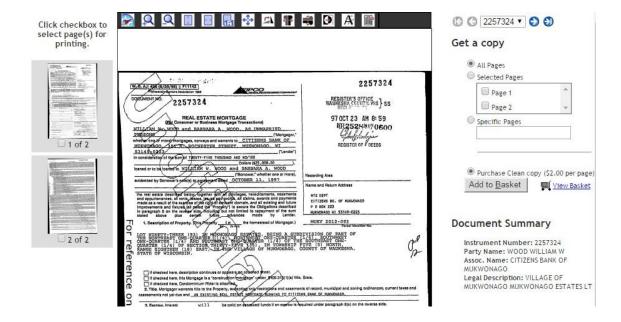
Rest Sete	Results List New Search Page 1 Sort B Selected Detail(s) Selected Image(s) (Clean)							Instrument #, Ascending		
#	Image		Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party R	Instrument #, Descending Book, Ascending	Legal Description	Statu
1	<u>View</u>	0	4218879	07/18/2016	07/18/2016	SATISFACTION OF MORTGAGE ET AL		Book, Descending Page, Ascending Page, Descending	VILLAGE OF MUKWONAGO MAP 6865 LT 2	
2	<u>View</u>		<u>4217636</u>	07/12/2016	07/12/2016	SATISFACTION OF MORTGAGE ET AL		Date Filed, Ascending Date Filed, Descending Document Type, Ascending Document Type, Descending Grantor, Ascending	VILLAGE OF MUKWONAGO MAP 6865 LT 2	
3	È_view		4216418	07/06/2016	07/06/2016	MORTGAGE - OTHER	[R] LIC [E RE	Grantor, Descending Grantee, Ascending Grantee, Descending	VILLAGE OF MUKWONAGO MAP	

To open an image, you have two options, either click on the "VIEW" under the "IMAGE" column. [NOTE: This will open a pop-up window with the image contents inside. Please disable your pop-up blocker to use this tool].

Or click on the "INSTRUMENT" number in the "INSTRUMENT # BOOK-PAGE" column.

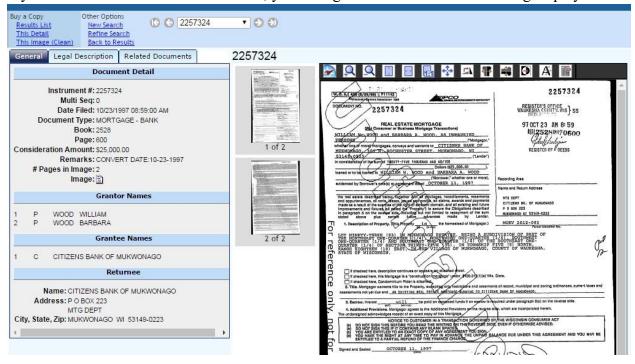


If you clicked on "VIEW", you would have generated a pop-up with the image and details inside.



If you'd like to purchase the document you are viewing from the pop-up viewer, you'll notice on the right side of the page are the options to do so. You can either select to purchase all of the pages in the document or only certain pages. If you only want certain pages, select which pages you want by checking the page number box(es). If you want specific pages, you can indicate this by separating the pages by comma, or hyphenating a range of pages. (ie: 1,4,6, 5-16). Then click "Add To Basket" to add the item(s) to your basket.

If you clicked on the instrument number, you'll be greeted with a familiar looking display.

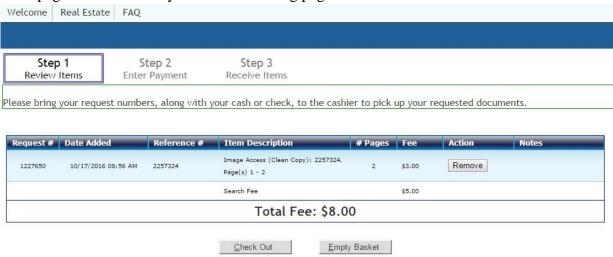


If you would like to purchase a document from this view, under "Buy A Copy" in the upper lefthand corner, select "This Image (Clean)". This will generate a pop-up with purchasing options. Indicate which pages you want by separating the page numbers by comma, or

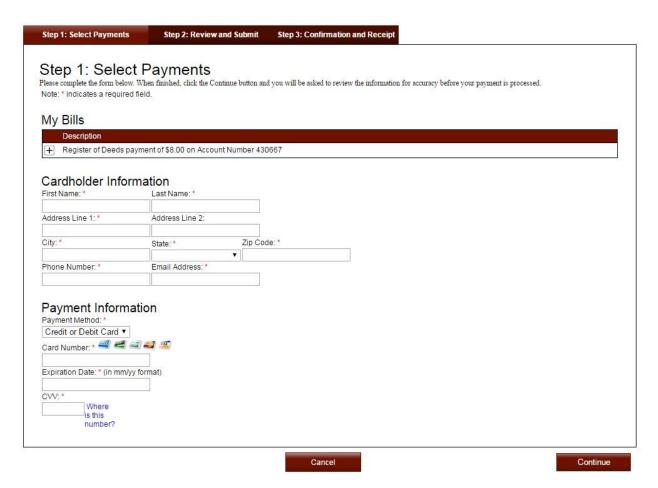
hyphenating a range of pages. (ie: 1,4,6, 5-16). Then click "Add To Basket" to add the item(s) to your basket.



When you're ready to check out, simply click on "View Basket" in the upper right-hand corner of the page. This will take you to the following page:



If you are satisfied with the contents of your basket, click on "Check Out." You will now be taken to our online payment processing site.



Enter in all of the information required and then click on continue to be taken back to Public Access where you'll be able to print, download, or save the image(s) you have purchased.

Public Access FAQs:

How far back can I search on your website?

Currently, the records on the website go back to 1953. However, documents from 1953 to 1994 must have the document location (Document #, Reel/Image, or Volume/Page) to be accessed online. Indexing data for those documents is currently not available.

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 entered my document number under "Instrument #," how come no results came up? Please make sure that you've entered your document number under the "General" section at the top. If you've entered it under the heading that says "Cross references," it will only search documents that list your document as a cross reference.

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 prevents the search of a name outside of the Register of Deeds office.

I entered my tax key number, but no results popped up.

You cannot search by tax key number. Parcel numbers change infrequently, and are often incorrect on documents. Therefore, the field is inactive, and will not yield results for your search.

FIND PLATS OF SURVEY FOR A PARCEL

GET THE ADDRESS OR TAX KEY NUMBER FOR THAT PARCEL OF LAND.

- 1) FIND THE LEGAL DESCRIPTION FROM THE TAX LISTING & BILLING SEARCH. YOU WILL NEED THE LEGAL DESCRIPTION TO BE ABLE TO SEARCH FOR THEM.
- 2) IN PUBLIC ACCESS RESTRICT THE DOCUMENT TYPE TO:

PLAT OF SURVEY

THIS WORKS EXTREMELY WELL FOR:

CERTIFIED SURVEY MAP LEGAL'S

SUBDIVISION LEGAL'S

BUT NOT SO WELL FOR METES & BOUNDS

(MAY BE TOO MANY RESULTS BUT ARE VIEWABLE & ALSO MAY NOT HAVE AN ADDRESS IN THEM)

VERY FEW PLATS OF SURVEYS FOR CONDOMINIUMS

PLAT OF SURVEY FACTS ***

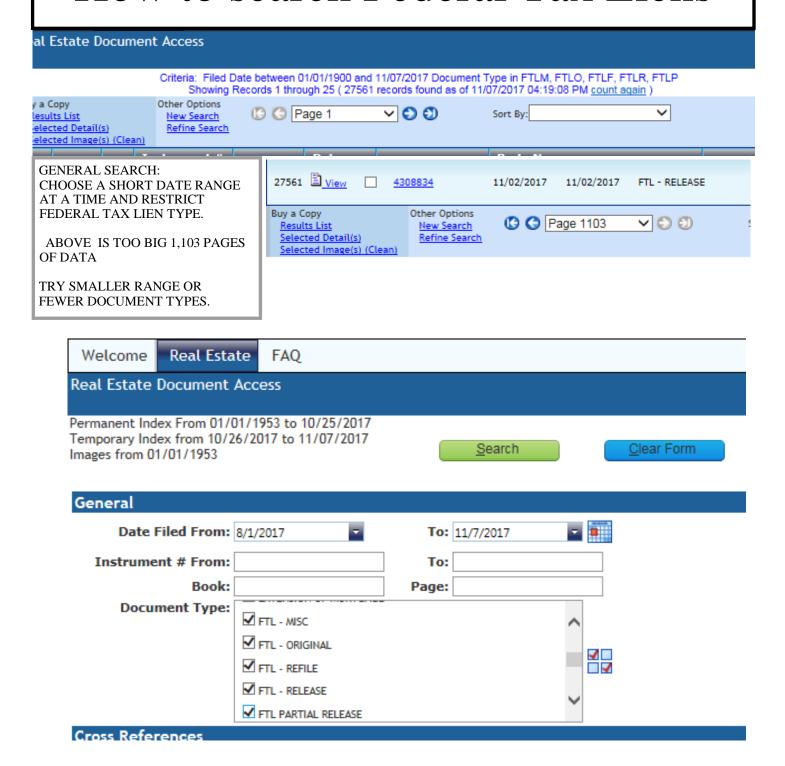
THEY ARE FILED DOCUMENTS (NOT RECORDED)

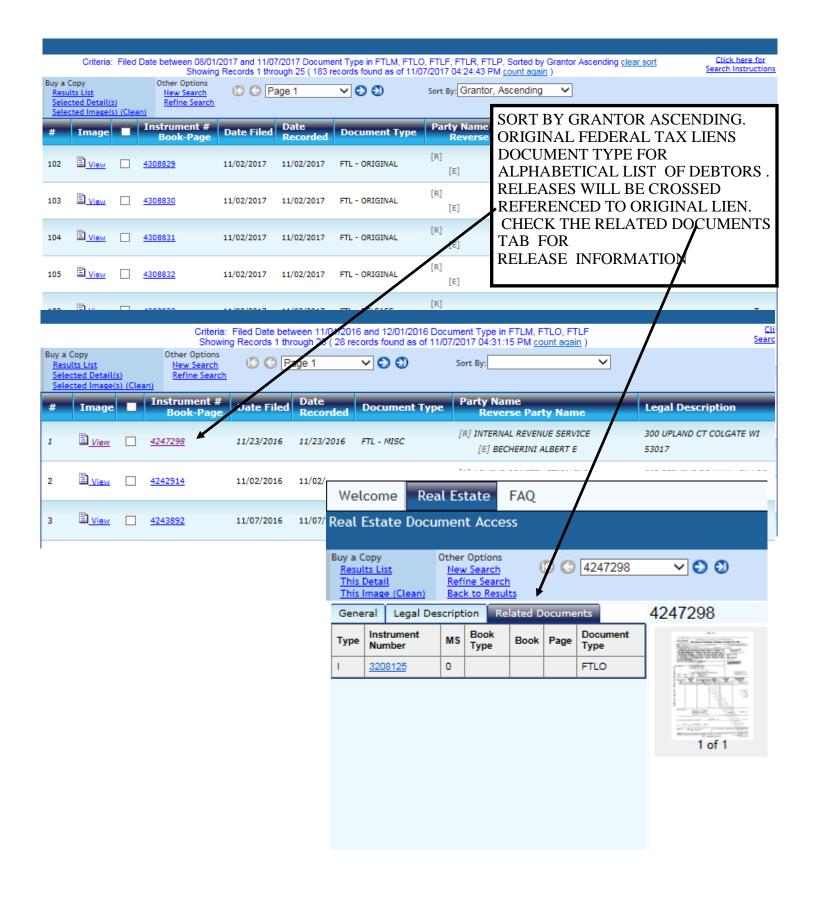
RANGE IN SIZE FROM LETTER ALL THE WAY UP TO 36 BY 48 INCH—IF YOU NEED A LARGE ONE ACTUAL SIZE REGISTER OF DEEDS OFFICE IS CAPABLE OF PRINTING THESES SIZES.

<u>DO NOT</u> HAVE A SURVEY FOR EVERY PROPERTY IN WAUKESHA COUNTY ONLY THE ONES THAT HAVE BEEN BROUGH TO US.

IF WE DO NOT HAVE ONE IT IS UP TO THE CUSTOMER TO FIND THEIR OWN SURVEYOR TO HAVE ONE DONE -WE CANNOT RECOMMEND ONE

How to search Federal Tax Liens





FEDERAL TAX LIENS ARE THE ONLY DOCUMENTS THAT HAVE AN ADDRESS INDEXED. IT IS INDEXED IN THE FREEFORM FIELD. IT IS POSSIBLE TO DO A TARGETED SEARCH BY ADDRESS USING THIS FIELD. INSTEAD OF A NAME SEARCH WHICH IS UNAVAILABLE ON THE EXTERNAL SYSTEM. Real Estate Document Access Permanent Index From 01/01/1953 to 10/25/2017 Temporary Index from 10/26/2017 to 11/07/2017 <u>S</u>earch Images from 01/01/1953 General Date Filed From: mm/dd/yyyy To: mm/dd/yyyy Instrument # From: Book: Page: Document Type: AFFIDAVIT ALIENATION OF HOMESTEAD INTEREST **√** ✓ AMENDED CONDO DECLARATION ☐ AMENDMENT TO ARTICLES OF INCOPORATION ☐ AMENDMENT TO LAND CONTRACT **Cross References** Instrument #: Book: Common Tax Id: Municipality: FreeForm: 300 UPLAND CT Real Estate Document Access Criteria: Freeform Legal begins with 300 UPLAND CT Showing Records 1 through 1 (1 records found as of 11/07/2017 05:00:27 PM count again) Click here for Search Instruct Buy a Copy Other Op Page 1 ✓ ⑤ ⑤ V New Ser Selected Detail(s) Image Instrument Date Filed Date Party Name Reverse Party Name Stat **Legal Description** Document Type [R] INTERNAL REVENUE SERVICE 300 UPLAND CT COLGATE WI 11/23/2016 11/23/2016 FTL - MISC [E] BECHERINI ALBERT E 53017 Buy a Copy Other Options ¥ Page 1 **∨** (€) (€) Sort By: New Search Selected Detail(s) Refine Search Selected Image(s) (Clean) Real Estate Document Access Real Estate Document Access Other Options Buy a Copy 4247298 Buy a Copy Other Options Back to Result 4247298 Results List **New Search** Legal Description Related Documents This Detail Refine Search **Document Detail** Instrument #: 4247298 Related Documents 424 General Legal Description Multi Seq: 0 Date Filed: 11/23/2016 09:55:32 AM Instrument Book Document Document Type: FTL - MISC MS Book Page Type Number Type Type Book: Page: Consideration Amount: \$118,898,64 3208125 0 FTLO Remarks: # Pages in Image: 1 Image: 🖹 **Grantor Names** 1 C INTERNAL REVENUE SERVICE Grantee Names BECHERINI ALBERT Returnee Name: INTERNAL REVENUE SERVICE Address: PO BOX 145595 City, State, Zip: CINCINNATI OH 45250