

TIPS FOR RESEARCHING SUBDIVISIONS

- Subdivision search may be used when searching for any document which has a name, examples are:
 - Name of the Subdivision or Condominium
 - Town name, city, or village
 - *State Parks, Cemeteries, Rivers or Roads*

- Try using a partial name, examples of this are:
 - Enter the first few letters of a subdivision, instead of the entire name
 - Search Northwood Subdivision
 - If no results, try typing part of the name, such as “North” or “Nor”
 - Subdivision may have been entered as two names such as
 - “North Wood” (two words) vs. “Northwood” (one word)

- Select a county name from “county” dropdown box
 - If county has not been selected, every subdivision in the state with that name, will be included in the search report
 - Look at the prefix, Loc Org column, to rule out the entries in other counties

- Subdivisions are indexed by last name, examples are:
 - Edwin Murphy’s Subdivision
 - Indexed as **Murphys Edwin Sub.**
 - Type **Murphys** instead of **Edwin**
 - Fred C. Goodwin Park Addition
 - Enter Goodwin for **Goodwin Fred C Park Add**
 - Instead of starting with the name Fred

- Once the subdivision report is pulled up, locate the Block & Lot columns to find desired plat

ADDITIONAL TIPS

- Date of the survey in the index is the date the surveyor signed

- If root reference is known, sort the search report by the “ROOT REF” to pinpoint which survey is needed

- Book and page numbers in Root Ref column match Recorder’s book and page numbers