RecordEASE Web Access

RecordEASE Web Access, also known as Web Front End, provides fast, 24x7 online access to records maintained by the Hennepin County Recorder/Registrar of Titles Office. This online resource consists of legal documents primarily related to real estate, such as mortgages, deeds, easements, liens and plats.

For optimum system performance, we recommend using Internet Explorer 8.0 or higher and an image viewer. Alternatiff is a commonly used TIFF viewer that can be downloaded from http://www.alternatiff.com. If you do not install this viewer, you may need to change your browser settings to allow pop-ups from our website.

This guide covers what you need to know to search for and view records in RecordEASE Web Access. When using an electronic copy of this guide, you may click on a topic in the Table of Contents to go directly to that topic.

If you have questions that are not covered by this guide, contact:
Resident and Real Estate Services Customer Service Staff at 612-348-5139

This guide was updated 01/10/2015 to reflect changes to the system. Watch for this symbol, which marks new information in this guide:

Note: If you do not click on Logout to end your session, the system may automatically log you out after 60 minutes of inactivity
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User Groups

This Guide provides instructions for four different RecordEASE web access user groups. Some sections of the guide will specify different information or instructions for different groups. Identify your group and follow the relevant sections of the guide.

<table>
<thead>
<tr>
<th>General Public Users:</th>
<th>Hennepin County Users:</th>
<th>Subscribers:</th>
<th>Trust Account Users:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General users may access RecordEASE Web from the Records Area on the 5th Floor of the Hennepin County Government Center. No special agreement is required. The kiosk user login is “public” and the kiosk user password is “public”. Please see the customer service desk for printing.</td>
<td>Hennepin County employees or contractors who require access to RecordEASE to do their jobs.</td>
<td>Customers with a specific agreement to access RecordEASE Web Access from their own locations.</td>
<td>Customers who have accounts with the Hennepin County Recorder’s Office, including login IDs and passwords, to access and print from RecordEASE at the Hennepin County Government Center.</td>
</tr>
</tbody>
</table>

Access and Login

<table>
<thead>
<tr>
<th>Hennepin County Users</th>
<th>Subscribers</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL: <a href="http://txpr-reinq-pd/web">http://txpr-reinq-pd/web</a></td>
<td>URL: <a href="https://txpr-reinq-pd.co.hennepin.mn.us/">https://txpr-reinq-pd.co.hennepin.mn.us/</a></td>
</tr>
<tr>
<td>User Name: Network login ID</td>
<td>Login using the User Name and Password combo that was provided</td>
</tr>
<tr>
<td>Password: Network Password</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trust Account Users</th>
<th>General Public Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>The PC will be at the Login screen</td>
<td>The PC will be at the Login screen</td>
</tr>
<tr>
<td>Login using the User Name and Password that were provided</td>
<td>User Name: public</td>
</tr>
<tr>
<td></td>
<td>Password: public</td>
</tr>
</tbody>
</table>

Logging in takes you to RecordEASE Web Access [Home](http://txpr-reinq-pd/web).
Click on one of the External Links on the left to access detailed instructions on a specific topic.

The Messages section provides information about the date through which documents are available as well as other important updates.

Click Search in the upper left of the screen to begin a search, or click Logout to end your session.

**Searching the Records**

Click Search to open the search screen.

Search by Legal Description, Name, Document/Certificate information or a combination, such as legal description and name. You can also specify the Land Type and Result Type. The defaults are:

- **Land Type:** Both
- **Result Type:** Document

Return Count Limit:
- Hennepin County Users: 1000
- Public Users: 1000
- Subscribers: 400
- Trust Account Users: 1000

You may also choose to Include Canceled Certificates or search for Only Documents that Transfer Title by checking the appropriate boxes.
Past Searches

You will find a link on the left side of the screen under Past Searches. Each time you press the search button a new link will be added. The system will track your past 10 searches but only for the current login session. This past search feature will only display history searches where the “search button” was hit. This will allow you to return to previous searches without incurring any additional search fees (if you hover your mouse over a Document and Certificate Search it will show a brief description).
Expanded View of Document Details

Click on the “+” sign or double click the line item to view details of the document. Any information highlighted in blue is a link.

Expand All: Click the “Expand All” button to open details of all documents in the search inquiry.
Legal Searches

When you search by legal, first choose Platted, Unplatted or Condominium. Platted is the default setting.

Search by Legal-Addition/Plat Name

Type the most unique part of the addition name in the Addition/Plat Name. Press Enter. RecordEASE will populate the field with the closest match, and you will see a dropdown arrow to browse other similar addition/plat names:

- Type the most descriptive or unique part of the name
- Avoid any words that may be abbreviated – for example Saint could also be St.
- Avoid punctuation – If you are searching for Fallden’s Fourth Addition, type Fallden
- Use caution with numeric designations such as Fourth, which could also be 4th

Use caution with terms that may or may not include spaces – for example, if you are searching for Clock Tower Suites, just type the name clock.

Note: Quotation marks are no longer needed to search addition names

Note: Click the Clear button to clear the Addition Plat Name.
The dropdown list for Blocks will automatically populate with the block numbers electronically associated with the plat. The blank screen is default. If you do not select a block, the system will return with the following error: “You must select a block number, None, or All from the block drop down.”

**Note:** To clear the Blocks field, choose the “blank” at the top.

Use the Outlot/Tract/Other dropdown to search legal platted description, if applicable.

- Click the Search button at the top or bottom of the screen to view the search results.

- Click Clear All to begin a new search.

  See Search Results for information about sorting results, viewing document details and viewing records.

Type in the lot or lots and block.

- Enter a range for more than one lot, such as 1-3 in the Lots field, or separate the lots with commas -1,2.
- Do not use spaces.
- Type a block number or All in the Blocks field.
Search by Legal-Unplatted

Complete the Section, Township, Range and QQ fields using the abbreviations such as NE or NESE. If the legal contains **Government Lots**, complete that field with numerical lots; 1,2,3,etc.

Click the **Search** button at the top or bottom of the screen to see the results.
As with Platted, select a **Land Type** to view a Tract page. (Remove QQ or government lots to search tract page for best results.)

Search by Legal-Condominium

The **Condominium/CIC** (Common Interest Community) search works just like the platted search, however you may also use the **condo number** to search—simply type the condo number and press enter. RecordEASE will return the condominium name. At this point you may search by Unit number and/or building number if applicable.
**Plat and Tract Pages**

Below the **Plat Name** field are two buttons:

- **Plat Map**
- **Tract Page**

To view a Plat, select **Land Type** both.

Complete the **Addition/Plat** name, then click the **Plat** button.

Plats recorded from 1850 to present day are available to view through RecordEASE Web.

**Tract Page** is an image of the old paper indexes.

To view a Tract Page you must select a **Land Type**--Abstract or Torrens.

Complete the **Plat Name**, **Blocks** and **Lots** fields, as appropriate, and click Tract Page.

We have now completed the conversion of all **historical tract index pages** dating back to 1850. These images are available through RecordEASE Web.

**Here is a screenshot of an example of how you can access images for tract pages added during our Microfilm Conversion Project.**

**Saint Louis Park- Block 1**

**Note:** You may not find all block numbers displayed in the search screen block drop down menu, but when you select “All” on the search screen block drop down menu and then search, you will then have an option to pick and choose additional blocks from the document image.
You may now see two documents returned on the results screen.

In most cases the older historical records will appear on Document 1. You need to use the drop down menu to select the page you would like to view.

The electronic indexes began in 1988. Documents recorded prior to 1988 and Certificates of Title that were canceled prior to 1988 are searchable by document number or certificate number only.

If you do not know the document number, obtain the legal description and complete a tract page search to find the document number.

Exception: Torrens documents that were memorialized to a Certificate of Title that was current in 1988 (at the time of conversion to electronic indexes) are searchable by any criteria.
Tract Card – Abstract Only

The Abstract Tract Card view allows you to see the recording history for a specific legal description in the same format as the Tract Page for documents recorded from 1988 to present day.

The table shows the required information for each type of search. You may further refine a platted search by including the lot number or numbers, and a condominium search by including the unit number or numbers.

### Platted
- Plat name and block. Lot is optional.

### Unplatted
- Section, township and range

### Condominium
- Condo name and building. Unit is optional.

**Note:** If you do not specify lots or units, RecordEASE will return the first 10 lots or units.

### Unplatted Tract Card Searches
Enter the section, township and range. If you enter the quarter quarter sections (QQs), it will not impact your results. All quarters will be shown in the results whether you specify QQs or not.

#### Township: 116
- Section: 16
- Range: 21

<table>
<thead>
<tr>
<th>Date</th>
<th>Inst</th>
<th>Doc #</th>
<th>Grantor</th>
<th>Grantee</th>
<th>Lot</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/26/89</td>
<td>MTO</td>
<td>A5401957</td>
<td>JOYCE MARINOLO</td>
<td>TCF BANKING &amp; SAVINGS F.A.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>04/26/89</td>
<td>A-MFO</td>
<td>A5401957</td>
<td>AMERISTAR FINANCIAL CORP</td>
<td>ALTUS BANK</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If you do not specify lots or units, RecordEASE will return the first 10 lots or units.
Search by Name

Document Result Type
Selected

To search by name (person), enter the Grantor or Grantee name, or enter a Grantor and Grantee name to refine the search.

The Name search defaults to Person; select Entity to search by an entity name, such as a bank, company, corporation, trustee or trust.

Search for a person or entity as Grantor or Grantee by selecting Or. This will change the Grantor and Grantee search fields to a single field for both: Grantor/ee.

Certificate Search Result
Type Selected

Enter the Fee Owner name.
As with the Document Type, the Name search defaults to Person; select Entity to search by an entity name, such as a bank.

Enter the first part of the name. RecordEASE will retrieve all names that start with the characters you entered.
For example, if you enter Joe Johnson, RecordEASE will retrieve Joe, Joel and Joette Johnson, but not Joseph Johnson.
Do not use punctuation, such as a period after a middle initial.

Exact, Sound Ex and Alias Search
These boxes do not need to be checked but can be used to refine your search or if the exact spelling is unknown.

Exact: Search for exact matches to the information you have entered.
SoundEx: If you are uncertain of the exact spelling. For example, if you enter the last name of “Olson” it will return results including “Olsen.” The first name of “John” would include results such as Jean, Joan, and Jon.
Search by Document Information

**Doc Recorded Date:** The date that the document was recorded. Enter a date, including the slashes and all 4 digits of the year, or click the calendar icon to select a date. (Examples: 1/5/2014 or 10/18/2014)

**Document Group:** General categories of documents such as Assignments or Deeds. Use the drop-down to select a document group. When you select a document group, you will see only documents in that group in the document name field.

**Document Name:** Specific document names such as Assignment of Mortgage or Warranty Deed. Use the dropdown to select a document name. If you selected a Document Group, you will only see names of documents in that group.

**Document Number:** Search for a specific document number or a range of document numbers.

**Documents Related to Doc #:** Search for documents that reference the document number entered. For example, if you enter the document number of a Mortgage, this search will show assignments and satisfactions linked to that Mortgage.

**Certificate Number:** Search a specific or range of certificate numbers to view the certificate.

**Note:** If you are using search criteria that allows a range—**Doc Rec Date, Document Number and Certificate Number**—Enter the data in the first field and press tab to auto-fill the same data in the second field. If you would like to search for a range, edit the to field to show a number greater than the first field. If the to field is left blank, RecordEASE will retrieve all matches equal or greater than the number in the first field.
**Search by Tax ID/PID (Property Identification Number)**

**Note:** This search offers as an alternative means of information. It has limitations driven by the integration of RecordEASE and our Property Tax System.

Enter the 13 digit Property Identification Number with no dashes or spaces and press <Search>.

**Search by Tax Address**

**Note:** This search offers as an alternative means of information. It has limitations driven by the integration of RecordEASE and our Property Tax System

Enter the house or building number and partial street name (at least 3 characters of street name) and press <Enter>. **Note: Less is better for more results**

This creates a drop down list of addresses.

Select the address then click on **Search**.
**Search by Certificate Information**

To view a certificate of title, select the **Certificate** radio button under **Result Type**.

If you are not certain that the certificate you are searching for is the current certificate, or if you would like to see the history, click the **Include Canceled Certs** checkbox.

Selecting the Certificate radio button will change the **Doc Rec Date** to **Cert Created Date**.

**Certificate Created Date**: Search by the date that the certificate was created. Enter a date or date range, including the slashes and all 4 digits of the year, or click the calendar icon to select a date. (Examples: 1/5/2014 or 10/18/2014). This search will return all certificates created in that date range.

**Certificate Number**: Search for a specific certificate number or a range of certificate numbers. You must select the certificate result type.

**Document Group and Document Name**: Narrow a certificate search by specifying a type of document filed on or against them.

**Document Number**: Use this field to search for all certificates to which a particular document has been memorialized.

<table>
<thead>
<tr>
<th>Document/Certificate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert Created Date</td>
<td></td>
</tr>
<tr>
<td>Document Group</td>
<td></td>
</tr>
<tr>
<td>Document Name</td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td>to</td>
</tr>
<tr>
<td>Documents Related to Doc#</td>
<td></td>
</tr>
<tr>
<td>Certificate Number</td>
<td>to</td>
</tr>
</tbody>
</table>
Document Search Results

The search results will be listed by the oldest document first (this is the default). You can sort the results by clicking on any of the **column headers**. Click on **View Image** to view a document image. **Download Results** will give you the option of printing and/or saving the worksheet at no additional cost. **Plat** will bring up the actual plat. **Note:** The system will return up to 1,000 results. If there are more than 1,000 you will see the following on your screen and will need to refine your search: **Results**

### Hennepin County Users and Subscribers

Note the instructions below the **Download Results** Button.

To view a document image, click **View Image**.

<table>
<thead>
<tr>
<th>Image Link</th>
<th>Land Type</th>
<th>Document Number</th>
<th>Recorded Date/Time</th>
<th>Transfer Title</th>
<th>Document Name</th>
<th>Reference Documents</th>
<th>Grantor(s)</th>
<th>Grantee(s)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1191692</td>
<td>Trust</td>
<td>1001403</td>
<td>5/20/1994 09:57:48 PM</td>
<td>Mortgage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1191692</td>
<td>Trust</td>
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<td>Mortgage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Back to Search Page** to return to your search. Do not use the **Back** button in your browser.

Click **Download Results** to view a printable search results list.

On the printable results screen, use the button bar at the top to print, save a copy, move between pages or resize.

### Trust Account Users and General Public Users

Click **Back to Search Page** to return to your search. Do not use the **Back** button in your browser.

Click **Print Results** to print if you are a Trust Account User.
Certificate Search Results

As with the document search results; you can click on any column to sort the columns. To view a certificate, click View Certificate.

Certificate and Document numbers that appear on the Certificate of Title in blue text are links to that record. This could include:

- Transfer From Certificate Number
- Created by Document Number
- Memorials
- Transfer to Certificate (on Cancelled Certificates)

If a document or certificate number does not link, it means you will have to view the image from the search screen if it was imaged or cancelled prior to 1988.

If there is no Transfer From number, the certificate you are viewing is the First Certificate.

Trust Account Users

The screen will have a slightly different appearance. You may Print Certificate without viewing.
Printing

Hennepin County Users

Documents: Use the File menu or the printer icon.
Certificates: click the **Download Report** button to open the printable version, then click the printer icon.
Search Results lists: Click the **Download Results** button to open a printable version, then click the printer icon.

Trust Account Users

**Note:** All printing is defaulted to letter size printer paper

When you choose to print a document image, plat map or tract page, a **Print Document** box will open. Select the pages to print, the number of copies and the paper size.

This box also shows a summary of printing costs.

Next, a **Print Confirmation** box will appear.

This box will confirm the print selections and the cost for those selections.

You will receive *only* the **Print Confirmation** box when you print certificates, document details and tract card.

**Note:** Everything you print will be billed to the login id you used to access the system.

General Public Users.

When you choose to print, you will get a message to **See Service Counter Staff**. The service counter staff will assist with your printing needs.

Subscribers

Charges are incurred *each time* you view a document or certificate, but not for printing.

Please refer to the fee schedule in your contract for details
Helpful Hints

➢ If you obtain unexpected results when performing a search, click Search at the top of the screen, or click the Clear All button.

➢ There are many ways to refine your search, including searching using a combination of fields, selecting a land type or a result type, or limiting your return count limit.

➢ Use the buttons provided to navigate between screens. Do not use the Back button in your browser.

➢ Please review the online help available under External Links in RecordEASE Web Access for assistance with specific types of searches.

Contact Information

➢ If you have questions that this guide does not cover, contact the Resident and Real Estate Services Customer Service Staff at 612-348-5139.

➢ If you have technical questions, please contact the RecordEASE Support Team at recordeasehelp@hennepin.us.

➢ Trust Account Users and the General Public accessing RecordEASE from the 5th floor records area; please see the Service Counter Staff for questions or technical assistance.