

GUIDE: FINDING & PURCHASING DOCUMENTS FROM PUBLIC ACCESS

updated: October/172016 9:21am

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.

First, you will need to navigate to the Land Records Public Access website. To do this, go to www.WaukeshaCounty.gov. Then select "Register of Deeds" under elected officials. Then click on the second link under "More Information" which is "Public Access Document Search". (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.



Waukesha County Register of Deeds Public Access

[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.



Waukesha County Register of Deeds Public Access

Welcome Visitor.

Welcome Real Estate FAQ

Here you will see a lot of search fields, here is a short explanation of each of them.

GENERAL FIELD

Date Filed From – To: If you're looking for documents filed between a certain range, enter that range here before filling out the rest.

Instrument # From – To: If you know the document number, enter the document number into the "From" field only and click search. If you want to search a range of documents, enter the range here.

Book/Page: If you have the book and page number of the document you're looking for, enter it here and click search.

Document Type: If you want to search only for specific document types, click on the corresponding check boxes.

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 REFERENCE

Instrument #: If you want to see documents related to a document number that you have, enter it here.

Book Type: Unused.

Book/Page: If you know the book/page number of the document you want to see cross references for, enter it here.

Cross References

Instrument #: Book Type:

Book: Page:

COMMON

Tax Id: Unused

Municipality: If you want to isolate results to a certain municipality, select the municipality here.

FreeForm: Enter part of an address (ie: N84W23809) into FreeForm to search for Federal Tax Liens.

Common

Tax Id: Municipality:

FreeForm:

PLATTED DESCRIPTIONS -

Subdivision: Name of the subdivision.

Lot: If applicable, enter in the lot number here.

Block: If applicable, enter in the block number here.

Out Lot: If applicable, enter in the Out Lot number separately here.

Platted Description

Subdivision:

Lot: Block: Out Lot:

CONDO DESCRIPTION – Not all fields need to be filled out.

Condo: Name of the Condominium.

Boat Slip: If applicable, enter the boat slip number here.

Parking Space: If applicable, enter the Parking Space number here.

Building: If applicable, enter the building number here.

Unit: If applicable, enter the Unit number here.

Locker: If applicable, enter locker number here.

Storage: If applicable, enter storage number here.

Garage: If applicable, enter Garage number here.

Condo Description

Condo:

Boat Slip: Parking Space:

Building: Unit:

Locker: Storage: Garage:

UNPLATTED DESCRIPTION – All fields must be filled out.

Township: Enter township here.

Range: Enter range here.

Section: Enter section here.

Quarter Section: Enter the quarter section here.

Unplatted Description

Township: Range:

Section: Qtr:

TIME SHARE – All fields must be filled out.

Name: Enter the name of the Time Share.

Unit Type: Enter the Unit Type.

Season: Enter the Season.

TimeShare Description

Name: Unit Type: Season:

CEMETERY DESCRIPTION – All fields must be filled out.

Name: Enter the name of the Cemetery.

Block: Enter the Block number here.

Lot: Enter the Lot number here.

Cemetery Description

Name:
Block: Lot:

MAP DESCRIPTION

Name: enter the number of the Certified Survey Map here.

Block: If applicable, enter the block number here.

Lot: If applicable, enter the lot number here.

Out Lot: If applicable, enter the Out Lot number here.

Map Description

Name:
Block: Lot: Outlot:

You are now at the document search page. To locate a document you will need to find the legal description of the property. 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:

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

RESULTS
72 results found.
123 CARPENTER CT
Tax Key: MUKV2012093
2014 REAL Property Owner: MELISSA S WHITEHOUSE

Here you will be able to find the condensed legal description of the property. For this address, it is:

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

The information you'll need to take from this and input into the document search is the subdivision, lot, and/or block. In this case the subdivision name is "Mukwonago Estates" and it is lot number "93". Input this information in the field below on the document search page and then click "Search". For properties without a subdivision lot/block, the metes and bounds description will be used and placed into the "Unplatted Description" field instead. For this property it would be "SE1/4 Section 35 Township 5 Range 18".

Platted Description

Subdivision:
Lot: Block: Out Lot:

You will now have a list of results. You can sort the results in ascending/descending order by clicking the header label of any column you'd like sorted. 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.

Real Estate Document Access

Criteria: Plat Name is MUKWONAGO ESTATES Lot from 93
 Showing Records 1 through 24 (24 records found as of 10/17/2016 08:13:59 AM [count again](#))

[Click here for Search Instructions](#)

#	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	
2		2257325	10/23/1997	10/23/1997	SATISFACTION OF MORTGAGE ET AL	[R] CITIZENS BANK OF MUKWONAGO [E] WOOD WILLIAM W (+)	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	
3		2373800	10/14/1998	10/14/1998	MORTGAGE - BANK	[R] WOOD WILLIAM W (+) [E] CITIZENS BANK OF MUKWONAGO	VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT 93	

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

Click checkbox to select page(s) for printing.

1 of 2

2 of 2

2257324

Get a copy

All Pages

Selected Pages

Page 1

Page 2

Specific Pages

Purchase Clean copy (\$2.00 per page)

[Add to Basket](#) [View Basket](#)

Document Summary

Instrument Number: 2257324
 Party Name: WOOD WILLIAM W
 Assoc. Name: CITIZENS BANK OF MUKWONAGO
 Legal Description: VILLAGE OF MUKWONAGO MUKWONAGO ESTATES LT

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.

Buy a Copy Other Options 2257324

[Results List](#) [New Search](#)
[This Detail](#) [Refine Search](#)
[This Image \(Clean\)](#) [Back to Results](#)

2257324

General Legal Description Related Documents

Document Detail

Instrument #: 2257324
 Multi Seq: 0
 Date Filed: 10/23/1997 08:59:00 AM
 Document Type: MORTGAGE - BANK
 Book: 2528
 Page: 600
 Consideration Amount: \$25,000.00
 Remarks: CONVERT DATE: 10-23-1997
 # Pages in Image: 2
 Image:

Grantor Names

1 P WOOD WILLIAM
 2 P WOOD BARBARA

Grantee Names

1 C CITIZENS BANK OF MUKWONAGO

Returnee

Name: CITIZENS BANK OF MUKWONAGO
 Address: P O BOX 223
 MTG DEPT
 City, State, Zip: MUKWONAGO WI 53149-0223

1 of 2 **2 of 2**

2257324

REGISTER'S OFFICE
 WAUKESHA COUNTY, WI } SS
 97 OCT 23 AM 8:59
 2528170600
 REGISTER OF DEEDS

REAL ESTATE MORTGAGE
 (See Consumer or Business Mortgage Transactions)

WILLIAM WOOD and BARBARA A. WOOD, as UNMARRIED
 JOINT TENANTS (Mortgagor,
 whether one or more mortgages, conveys and warrants to CITIZENS BANK OF
 MUKWONAGO, 200 N. ROCKBSTER STREET, MUKWONAGO, WI
 53149-0223 (Lender)
 in consideration of the sum of TWENTY-FIVE THOUSAND AND 00/100
 Dollars (\$25,000.00)
 loaned or to be loaned to WILLIAM W. WOOD and BARBARA A. WOOD
 evidenced by Borrower's note(s) in accordance with OCTOBER 13, 1997

The real estate described hereon, together with all privileges, benefits, interests, easements
 and appurtenances, all rents, issues, profits and crops, all claims, awards and payments
 made as a result of the exercise of the right of reverter, and of existing and future
 improvements and fixtures (all called the "Property") to secure the Obligations described
 in paragraph 5 on the reverse hereof, including but not limited to repayment of the sum
 stated above plus certain future advances made by Lender.

1. Description of Property: (This Property is) the homestead of Mortgagor.)
 LOT TWENTY-THREE (23) IN MUKWONAGO RESERVE, BEING A SUBDIVISION OF PART OF
 THE SEVENTH ONE QUARTER (1/4) SECTION ONE (1/4) TOWNSHIP FIVE (5) NORTH,
 ONE-QUARTER (1/4) OF SECTION TWENTY-FIVE (25) IN TOWNSHIP FIVE (5) NORTH,
 RANGE EIGHTEEN (18) EAST, IN THE VILLAGE OF MUKWONAGO, COUNTY OF WAUKESHA,
 STATE OF WISCONSIN.

For Reference Only, not for

NOTICE TO CUSTOMER IN A TRANSACTION GOVERNED BY THE WISCONSIN CONSUMER ACT
 DO NOT SIGN THIS BEFORE YOU READ THE WRITING BY THE FINANCER. EVEN IF OTHERWISE ADVISED,
 YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN.
 YOU HAVE THE RIGHT AT ANY TIME TO PAY IN ADVANCE THE CASH BALANCE DUE UNDER THIS AGREEMENT AND YOU MAY BE
 ENTITLED TO A PARTIAL REFUND OF THE FINANCE CHARGE.

Signed and Sealed OCTOBER 11, 1997

If you would like to purchase a document from this view, under "Buy A Copy" in the upper left-hand 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.

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

[Add to Basket](#) [Close/Cancel](#)

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:

Welcome Real Estate FAQ

Step 1 Step 2 Step 3
 Review Items Enter Payment 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
1227650	10/17/2016 08:56 AM	2257324	Image Access (Clean Copy): 2257324, Page(s) 1 - 2	2	\$3.00	Remove	
			Search Fee		\$5.00		
Total Fee: \$8.00							

[Check Out](#) [Empty Basket](#)

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.

Step 1: Select Payments	Step 2: Review and Submit	Step 3: Confirmation and Receipt
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Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * Indicates a required field.

My Bills


Description
<input type="checkbox"/> Register of Deeds payment of \$8.00 on Account Number 430667

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?](#)

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.