

Real Estate Document Search Guide

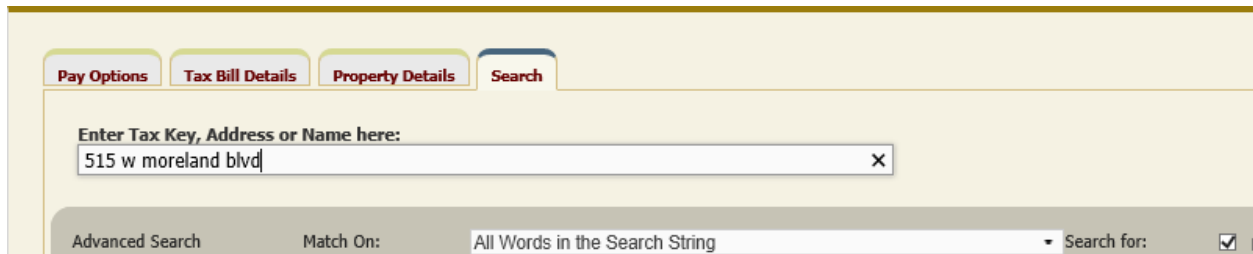
Step 1:

You will need the legal description of the property to search for documents via our Public Access Document Search website.

To obtain your legal description please click on the link below:

<https://tax.waukeshacounty.gov/>

1. Type in your address or tax key and press search



The screenshot shows a web interface with a navigation bar containing four tabs: "Pay Options", "Tax Bill Details", "Property Details", and "Search". The "Property Details" tab is selected. Below the tabs is a search input field with the placeholder text "Enter Tax Key, Address or Name here:" and the text "515 w moreland blvd" entered. To the right of the input field is a small "x" icon. Below the input field is a search bar with "Advanced Search" on the left, "Match On:" in the middle, a dropdown menu set to "All Words in the Search String", and "Search for:" on the right with a checked checkbox.

2. Click on "Property Details"
3. Obtain your legal description.

Please see our guide below to determine what type of legal description you have and how to search with it.

Step 2:

1. Once you have your legal description you are ready to go to our Public Access website and begin your document search by clicking on the link below:

<https://landrecordspublicaccess.waukeshacounty.gov/>

TO ENTER PUBLIC ACCESS:

- a. Click **on the underlined blue lettering** that says "Click here to acknowledge the disclaimer and enter the site"



Waukesha County
Register of Deeds Public Access

[Click here to acknowledge the disclaimer and enter the site.](#)

WAUKESHA COUNTY AND REGISTER OF DEEDS DISCLAIMER

- b. On the following page you will want to (1) Click on the Real Estate tab then (2) the drop-down box that says Search Real Estate Index



Waukesha County Register of Deeds Public Access

Welcome Visitor.

Welcome

Real Estate

FAQ

Search Real Estate Index

- c. Enter your legal description in the appropriate search boxes to bring up all documents listed under that property.

So you have your legal description and are ready to start your search in Public Access but now what? Check out our legal description guides below to see which legal description TYPE fits yours and how to use it to search our Public Access Website.

CTL + Click the links below to view any of our Legal Description Guides

- [I have the instrument number or book/page number for the document I am looking for](#)
- [\(Subdivision\) Platted Description](#)
- [\(Condo\) Condo Description](#)
- [\(Metes & Bounds\) Unplatted Description](#)
- [\(CSM\) Map Description](#)

I have the instrument number or book/page number for the document I am looking for

Permanent Index From 01/01/1915 to 01/06/2022
Temporary Index from 01/07/2022 to 01/13/2022
Images from 01/01/1915

[Click here for Search Instructions](#)

Search

Clear Form

Press 'ESC' to cancel a Search

General

Date Filed From:

To:

Select Date Range: 

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

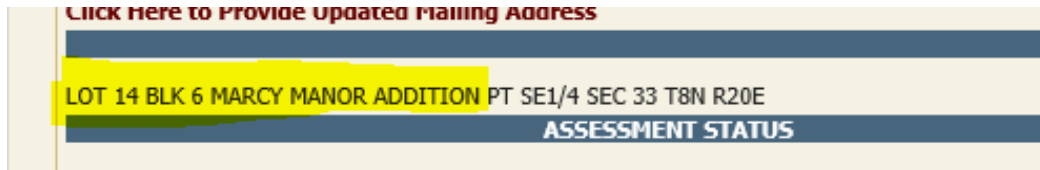
I have the instrument number

1. Enter your instrument number into the "Instrument # From" box located in the General Category.
Leave the rest of the search form blank
2. Press search.

I have the book and page (or the Reel and Image) number

1. Enter the book (or reel) number into the "Book" box and the page (or image) number into the "Page" box located in the General Category
Leave the rest of the search form blank
2. Press search.

(Subdivision) Platted Description



Platted Legal Descriptions (subdivision) are identifiable by LOT and BLOCK followed by the subdivision name.

Make sure to make note of your lot and block **block is not always applicable** and the subdivision name.

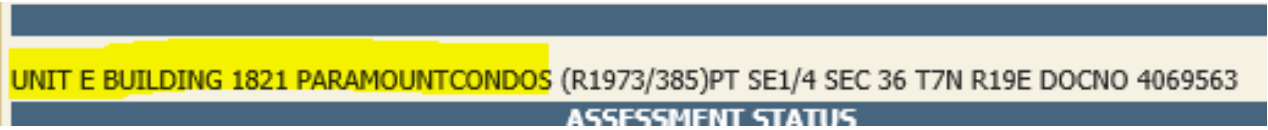
Platted Description

Subdivision:

Lot: Block: Out Lot:

1. Scroll down to the Platted Description category.
2. Enter in your subdivision name into the "Subdivision" box.
3. Enter your lot number into the "Lot" box.
if you have more than one lot or additional outlots search 1 LOT AT A TIME
4. Enter your block number *if you have one*.
5. Press search.

(Condo) Condo Description



Condo legal descriptions are identifiable by the Unit, Building *building is not always applicable* and followed by Condominium.

Make sure to make note of your Unit, Building and Condo Name.

Condo Description	
Condo:	PARAMOUNT CONDOMINIUMS <input type="button" value="v"/>
Boat Slip:	<input type="text"/>
Building:	1821
Locker:	<input type="text"/>
Parking Space:	<input type="text"/>
Unit:	e
Storage:	<input type="text"/>

Unplotted Description

1. Scroll down the Condo Description Category.
2. Select your Condo Name from the drop-down list in the "Condo" box.
3. Enter your building name/number into the "Building" box.
4. Enter your unit number/letter into the "Unit" box.
5. Press Search.

(Metes & Bounds) Unplatted Description

LEGAL DESCRIPTION
PT NW1/4 SEC 23 T7N R20E COM 1630 FT W OF SE COR OF NW1/4 SEC N 253 FT W 125 FT S 253 FT E 125 FT TO BGN R625/545
ASSESSMENT STATUS

Unplatted legal descriptions (metes & bounds) are identifiable by the $\frac{1}{4}$ (quarter), SEC (section), T (township), and R (range) locations.

This example property would be located in the:

QUARTER NW (northwest)

SECTION 23

TOWNSHIP 07

RANGE 20

Make sure to make note of your quarter, section, township and range.

Unplatted Description	
Township: <input type="text" value="07"/>	Range: <input type="text" value="20"/>
Section: <input type="text" value="23"/>	Qtr: <input type="text" value="NW"/>

1. Scroll down to the Unplatted Description Category.
2. Enter in your Township, Range, Section and QTR into each box.
3. Press Search

(CSM) Map Description

LEGAL
PARCEL 1 CSM #3365 VOL 25/230 REC AS DOC #1060394 BEING PT SE1/4 SW1/4 SEC 15 T7N R18E
ASSESSMENT STATUS

Map Legal Descriptions (CSM) are identifiable by the CSM # --standing for Certified Survey MAP.

Make sure to make note of your lot/parcel and block *block is not always applicable*.

Map Description

Name:	<input type="text" value="3365"/>				
Block:	<input type="text"/>	Lot:	<input type="text" value="1"/>	Outlot:	<input type="text"/>

1. Scroll down to the Map Description Category.
2. Enter your CSM number into the "Name" box.
3. Enter your lot number into the "Lot" box.
4. Enter your block number *if you have one*.
5. Press Search.