

Frequently Used Terms:

Deed- A legal instrument or document used to transfer property to a new owner. A deed names ownership and details description of the property, previous owners, and type of deed, whether it is a tax deed, quitclaim, warranty deed or other.

Mechanic's Lien- The record of a contractor's claim against property to secure payment of debt for materials or labor.

Plat- A scale-sized drawing of parcels or lots of land. Created by a surveyor, a plat defines property's size and boundaries.

Restrictive Covenants- Specific rules that pertain to a particular property.

TMS Number—A reference number assigned by the Assessor's Office which contains information necessary to identify and locate a particular property parcel.

Conveyance- The transfer of title to real property from one person to another.

Frequently Asked Questions:

Q- How can I get a copy of a deed or plat?

A- The Register of Deeds (ROD) provides copies of deeds and plats. Deeds are \$0.50 per page, while plats are \$0.50 or \$1.00, depending on size of document.

Q- Why must I have property information changes recorded with the ROD?

This office maintains the public record or the official property record. Title companies will not insure loans on real property unless a title search has been completed by an attorney or that attorney's representatives. As the official record, this information is also used in developing the tax rolls.

Q- What type of information should I bring to the ROD Office to find a particular deed?

You need to know the approximate date of sale or conveyance and the name of either the seller (grantor) or the buyer (grantee). If the owner's name is unknown, go to the County Assessor's Office to find the owner's name by providing the Assessor's Office with a property location.