LandShark Basics

Account:

If you are new to LandShark, you must register and create a User Name and password before searching. Once the User Name and password are created, you can begin searching immediately. The information is stored at Marathon County and only accessible to the Register of Deeds. The information is not resold. If the account becomes inactive for six months, all information is deleted.

Search:

All searching of real estate records is completed using the search tab. No charges apply when searching indexes but there are statutory fees when downloading a document image.
Help:

Please contact the Marathon County Register of Deeds office at 715-261-1470 or ucc@co.marathon.wi.us if you have any specific questions.

LandShark Menus and Navigation

The LandShark application is divided into tabs that represent the major functions of the application.

SEARCH TAB:

After logging in, every user is taken to the Search tab. Select a sub tab depending on which type of search you would like to perform.

- **Document**
  This tab enables you to search recorded real estate documents by document number. Documents can be searched from the 1850’s to present.

- **Name**
  This tab enables you to search by last name from 1989 to present.

- **Legal**
  This tab enables you to search by legal description. A legal description is not an address of the property. A legal description is a metes & bounds, section/township/range of property located in an unplatted area; a lot/block of a subdivision; a unit/building of a condominium. Legal descriptions can be searched from 1992 to present.

- **Vol/Page**
  Users can search by the volume and page number where the document is located. When entering the page number use four digits e.g. 0001.

Once the details of your search are displayed, you can click various options; see below.
To see the title of the document hover your pointer over the instrument code.

There is a statutory fee of $2.00 for the first page, $1.00 for each additional page to view and/or print the document plus a $4.00 service fee per session. Click download to add your credit card information.

Marathon County subscribes to a secure on-line payment Merchant who will pre-authorize your card and verify there is available credit. Please read the Pre-Authorization Agreement and click confirm. Marathon County does not store any credit card information.

Once you have completed the credit card information, you are now back at the Display Detail screen.

1. Click Image icon again

2. Image Retrieval Menu will display. Choose the page(s) you want to download. **By clicking the download icon again, your credit card will be charged.** Do not log out before completing your search; if you do, it will close out your credit card and generate a statement. If you have more searching to complete, you will be subject to another Convenience fee.
Conducting Searches

Grantor/Grantee Name Search

Use Name Search when you want to view documents that reference a particular grantor/grantee, or buyer/seller name. By providing all or part of the name as search criteria, the system displays a results list of matched documents sorted by name.

1. Type the name you are searching for using last name followed by first name (do not include any punctuation).
2. Exact Search box (optional) is not usually checked when completing basic searches.
3. Select an instrument group (optional). This narrows your search to only certain document types.
4. Change the search date range (optional). Only documents recorded in the Register of Deeds office on or between the dates you supply will appear.
5. Click the Search button.

Any documents found matching your search criteria will be listed alphabetically on a Results page. Select from this list, or narrow down your search by clicking the Back button on your Internet browser and entering more detailed search criteria.
**Legal Description Search**

To review the history of a particular piece of property, you can search for all documents that reference the legal description of that property. Legal description computer indexes start on January 1991 and continue forward. By providing all or part of the legal description as search criteria, you can display a list of the documents sorted by legal description. You can then select from this list the individual documents to view.

For all basic searches, you **do not** need to change any of the default settings. To narrow your search criteria, you may specify a starting date range. **By choosing a starting date, you may not capture some of the information regarding a particular parcel.**

There are three types of legal description search options: Metes & Bounds, Platted Subdivision or Condominiums.

**Metes & Bounds:**

Metedes and Bounds descriptions are broken into 40 acre parcels. Keep in mind that using the search type below, all entries within the 40 acres are displayed and may not directly affect the parcel you are searching.

Click to enter Section, Township, and Range, Quarter sections (Other Lot Code and Lot are optional and may not be used in all searches). Marathon County’s Metes & bounds description contain the following information: Sections 1 to 36; Townships 26 to 30; Ranges 2 to 10. At minimum, type in the basic information from your legal descriptions (see example below).
Subdivisions (Plats) and Condominiums:

Click Search, click Legal, and click Plats–Lots/Blocks to enter Subdivision, Lot (Block).

The first step is to start typing the name of the municipality, the type (city of, village of or tn) a hyphen and the subdivision name (Wausau, city of-campus subdivision) and when the computer displays the correct name, click on the subdivision name. You can add your lot (and block) or just click search.
## Terms and Definitions

The LandShark application uses some terms that may not be immediately familiar to you. The list below defines these terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Number</strong></td>
<td>The Register of Deeds office records documents and assigns document numbers. This number is used to index and track the document in LandShark.</td>
</tr>
<tr>
<td><strong>Instrument Code</strong></td>
<td>A code used to index the title of a document (ie, mortgage, warranty deed). To see the title of the document hover your pointer over the instrument code</td>
</tr>
<tr>
<td><strong>Grantor</strong></td>
<td>The <em>grantor</em> on a document is the person who grants the transaction. Usually, this means the one selling a parcel of land, but it can be the grantor of a will, or a lien. A document may list more than one grantor.</td>
</tr>
<tr>
<td><strong>Grantee</strong></td>
<td>The <em>grantee</em> is the person receiving the grant of the transaction (or tract of land) or who loans money to the grantor (ie, bank or mortgage company). Again, a document can list more than one grantee.</td>
</tr>
<tr>
<td><strong>Instrument Group</strong></td>
<td>Documents may be sorted into Instrument Groups for the purpose of reporting and searching. You can conduct searches on all instrument groups or narrow your search to only certain types of documents. Examples would be an instrument group of “Mortgages” for all recorded mortgages or “Satisfactions”, for all recorded satisfactions.</td>
</tr>
<tr>
<td><strong>Search Matching</strong></td>
<td>This is a selection criterion in legal searches. Normal matching lists any document whose legal description includes this property. Exact matching lists only documents whose legal description is an exact match.</td>
</tr>
<tr>
<td><strong>Search Order</strong></td>
<td>An ascending search order lists documents in oldest to newest order. A descending search order lists documents in newest to oldest order.</td>
</tr>
<tr>
<td><strong>Search Date Range</strong></td>
<td>Search Date Range refers to the date the document or documents were recorded in the Register of Deed’s office. If you enter a starting date, only documents filed on or after the date you supply will appear.</td>
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</tbody>
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