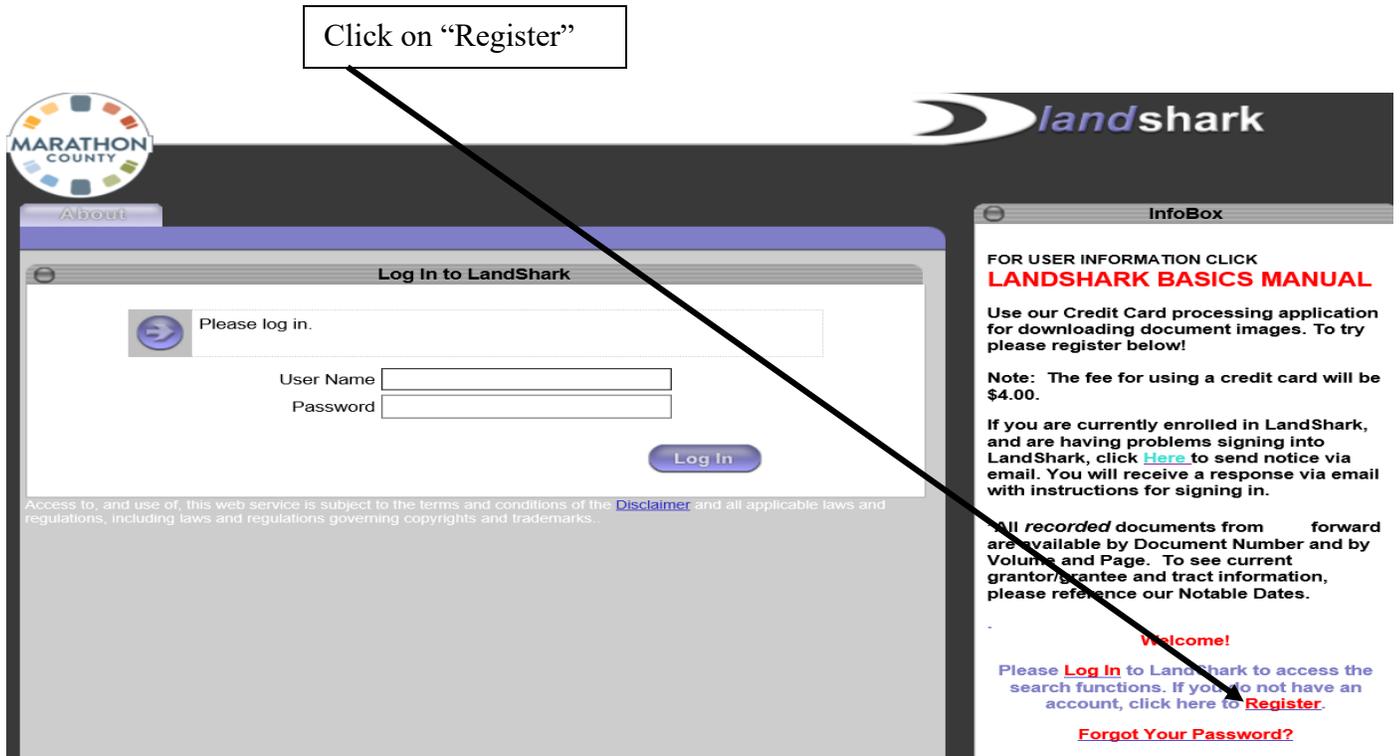


LandShark Basics

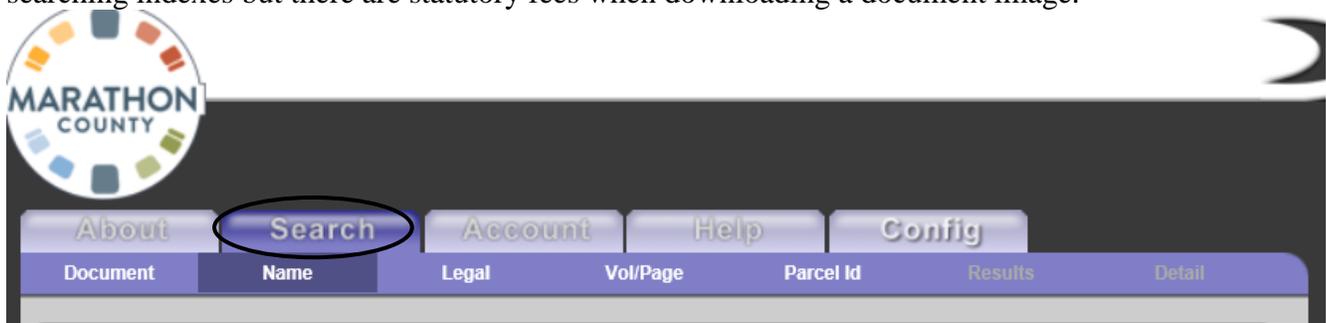
Account:

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:

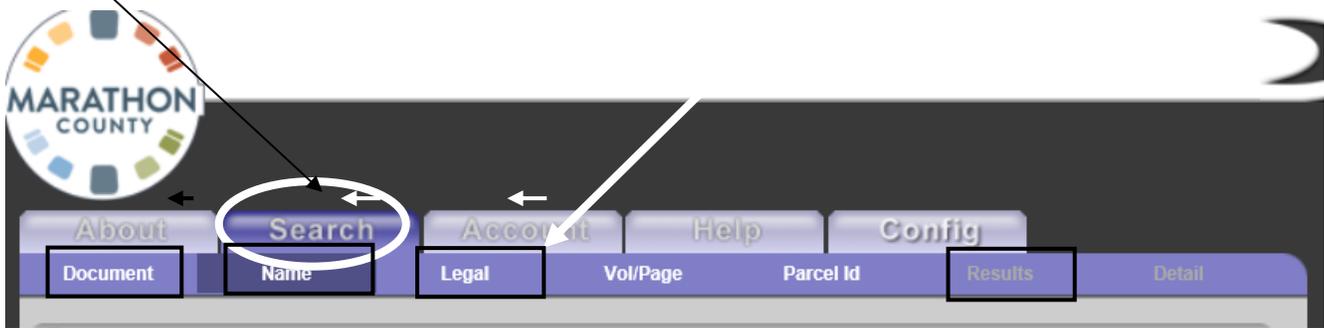
Please contact the Marathon County Register of Deeds office at 715-261-1470 or ucc@co.marathon.wi.us if you have any specific questions.

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.

Document Name Legal Vol/Page Parcel Id Results Detail

Display Details for Document #822881

822881 **WARRANTY DEED**

Instrument Code: **D001** Date Recorded: 8/31/1984 Fees: \$0
Instrument Date: 8/31/1984 Time Recorded: 12:00 PM Returned:
Verified: YES Adjusted: NO

Detail

Returned To: File
Address 1:
Address 2:
City/St/Zip:
Grantor 1: Grantor 2:
Grantee 1: Grantee 2:
Comments:
Cartridge: Volume: 389 Page: 0497
Transfer Fee: Mortgage: Exempt Code:
Deed Tax: MRT: Cons. Fee:

Image
Legals
Grantor/ees
Comments
Prev. Ref

To view image of Document
Legal description
Additional names in transaction

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.

Image Retrieval Menu

Download Info

Document: A654321
No. of Pages: 1
First Page: \$2.00
Subsequent Pages: \$1.00
All pages: \$2.00

Note: Charges apply only to pages downloaded.

Download

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.

The screenshot shows the 'Search by Grantor/Grantee Name' interface. At the top, there is a navigation bar with tabs for 'About', 'Search', 'Account', 'Help', and 'Config'. Below this is a sub-navigation bar with 'Document', 'Name', 'Legal', 'Vol/Page', 'Parcel Id', 'Results', and 'Detail'. The 'Name' tab is selected and circled. The main content area is titled 'Search by Grantor/Grantee Name'. It contains a text input field for the name, an 'Exact Search' checkbox, an 'Instrument Group' dropdown menu, and 'Search Date Range' fields with date pickers. A 'Search' button is located at the bottom right. A callout box points to the 'Exact Search' and 'Instrument Group' fields with the text: 'Exact Search and Instrument Group boxes are optional.'

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.**

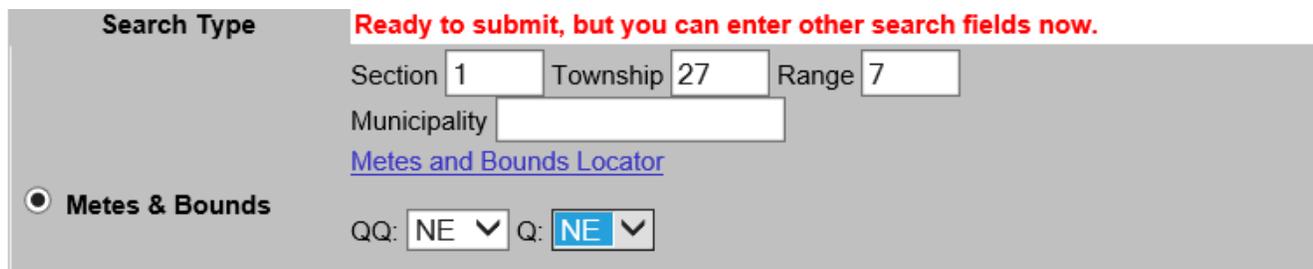


There are three types of legal description search options: Metes & Bounds, Platted Subdivision or Condominiums.

Metes & Bounds:

Metes 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.

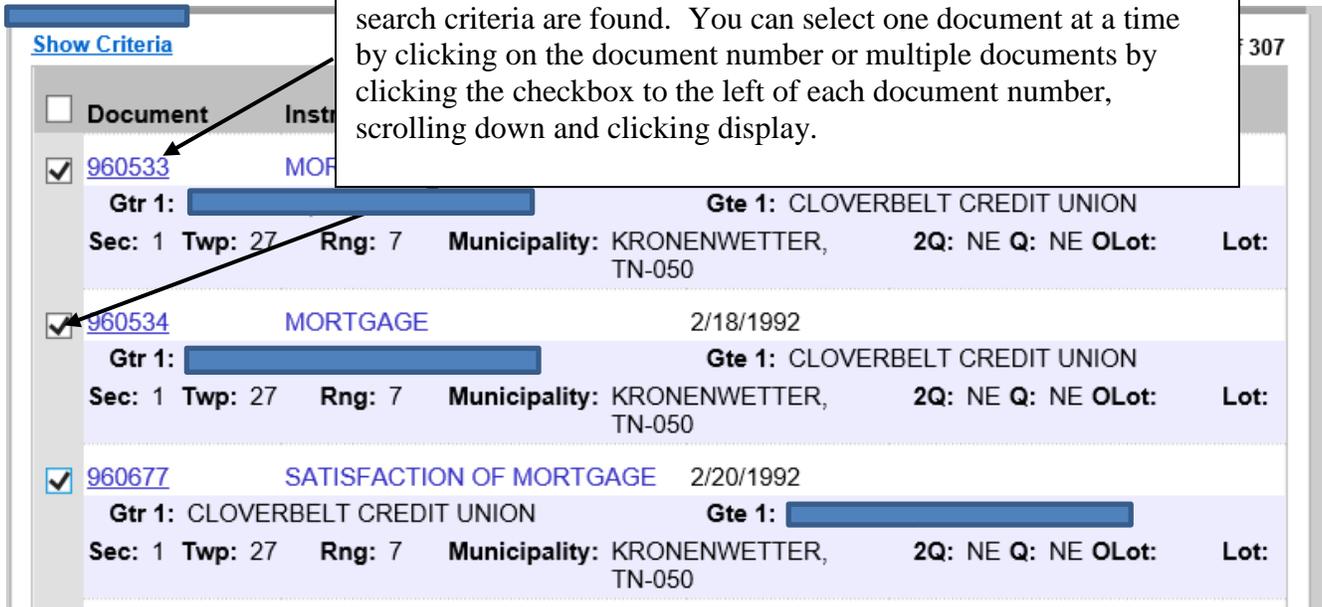
Click to enter Section, Township, and Range, Quarter sections (Other Lot Code and Lot are optional and may not be used in all searches). Marathon County's Metes & bounds description contain the following information: Sections 1 to 36; Townships 26 to 30; Ranges 2 to 10. At minimum, type in the basic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



Search

Metes & Bounds (cont'd):

A results list is displayed when multiple documents matching your search criteria are found. You can select one document at a time by clicking on the document number or multiple documents by clicking the checkbox to the left of each document number, scrolling down and clicking display.

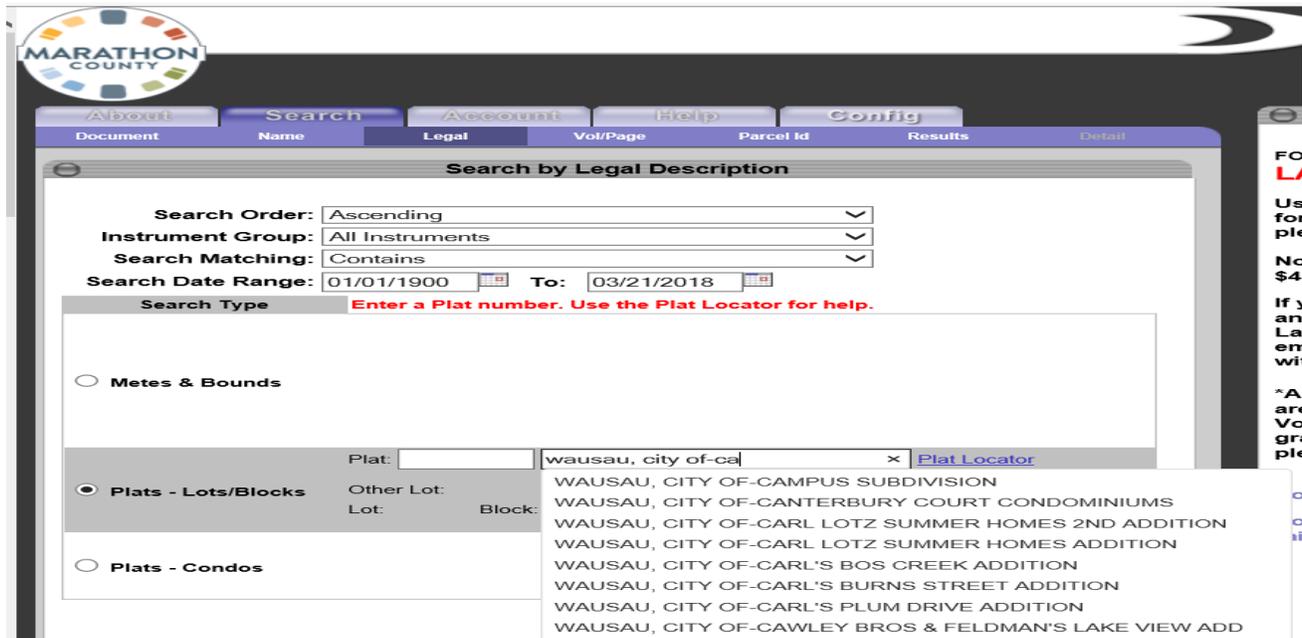


Document	Inst	MOF
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	960533	MORTGAGE
Gtr 1: [redacted] Gte 1: CLOVERBELT CREDIT UNION		
Sec: 1 Twp: 27 Rng: 7 Municipality: KRONENWETTER, TN-050 2Q: NE Q: NE OLot: Lot:		
<input checked="" type="checkbox"/>	960534	MORTGAGE
Gtr 1: [redacted] Gte 1: CLOVERBELT CREDIT UNION		
Sec: 1 Twp: 27 Rng: 7 Municipality: KRONENWETTER, TN-050 2Q: NE Q: NE OLot: Lot:		
<input checked="" type="checkbox"/>	960677	SATISFACTION OF MORTGAGE
Gtr 1: CLOVERBELT CREDIT UNION Gte 1: [redacted]		
Sec: 1 Twp: 27 Rng: 7 Municipality: KRONENWETTER, TN-050 2Q: NE Q: NE OLot: Lot:		

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.



Search by Legal Description

Search Order: Ascending
Instrument Group: All Instruments
Search Matching: Contains
Search Date Range: 01/01/1900 To: 03/21/2018

Search Type: Enter a Plat number. Use the Plat Locator for help.

Metes & Bounds

Plats - Lots/Blocks

Plat: [redacted] wausau, city of-ca [x] Plat Locator

Other Lot: [redacted]
Lot: [redacted] Block: [redacted]

Plats - Condos

- WAUSAU, CITY OF-CAMPUS SUBDIVISION
- WAUSAU, CITY OF-CANTERBURY COURT CONDOMINIUMS
- WAUSAU, CITY OF-CARL LOTZ SUMMER HOMES 2ND ADDITION
- WAUSAU, CITY OF-CARL LOTZ SUMMER HOMES ADDITION
- WAUSAU, CITY OF-CARL'S BOS CREEK ADDITION
- WAUSAU, CITY OF-CARL'S BURNS STREET ADDITION
- WAUSAU, CITY OF-CARL'S PLUM DRIVE ADDITION
- WAUSAU, CITY OF-CAWLEY BROS & FELDMAN'S LAKE VIEW ADD

Terms and Definitions

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

Document Number	The Register of Deeds office records documents and assigns document numbers. This number is used to index and track the document in LandShark.
Instrument Code	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
Grantor	The <i>grantor</i> 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.
Grantee	The <i>grantee</i> 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.
Instrument Group	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.
Search Matching	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.
Search Order	An ascending search order lists documents in oldest to newest order. A descending search order lists documents in newest to oldest order.
Search Date Range	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.