

## LANDSHARK SEARCH TIPS

### Search by Document Number

#### Selection Criteria:

Document Number (numeric only)

Selection List - (no selection list appears)

Resulting Inquiry – Show full details on file for the document number given

Example – 300101

### Search by Name (Grantor/Grantee Names)

#### Selection Criteria:

Up to twelve letters of the Grantor or Grantee's name beginning with Last Name, (comma) space First Name.

#### Guidelines for keying names:

**Punctuation** - eliminate all periods, quotation marks, parentheses, colons, semicolons, question marks and apostrophes.

Examples:	James G. Mellon	Key as Mellon, James, G
	R. S. Andrews	Key as Andrews, R, S
	Hanson and Landa	Key as Hanson & Landa

**Surnames with prefixes.** When individual surnames are compounded with prefixes, such as De, Van, or O', index as one word disregarding the apostrophe, the space or the capitalization, if any.

Examples:	A. D. De Lamara	Key as DeLamara, A, D
	John A. Van Hoff	Key as VanHoff, John, A
	Patrick R. O'Neil	Key as ONeil, Patrick, A
	Ronald Mc Donald	Key as McDonald, Ronald
	Dr. Mary Jones	Key as Jones, Mary,, MD

**Hyphenated names.** Treat names composed of letters, words, or syllables joined by one or more hyphens as one word. All hyphens should be included. No spaces before or after hyphens.

Examples:	Mary S. Smith-Miller	Key as Smith-Miller, Mary, S
	Susan Evers - Harper	Key as Evers-Harper, Susan

**SR., Jr. II, III.** You may retain designations that follow names, such as Sr., Jr., II or III.

Examples:	John White Sr.	Key as White, John,, Sr
	Sam Smith, Jr.	Key as Smith, Sam,, Jr
	Chris L. Ward Jr.	Key as Ward, Chris, L, Jr
	Chris A. C. Ward III	Key as Ward, Chris, A C, III

**Selection List:**

Documents in Grantor/Grantee name order, beginning with the Grantor/Grantee name that most closely matches the characters entered.

**Resulting Inquiry:**

Shows full details on file for each document number chosen from the list, one at a time.

**Search by Legal Description**

**Selection Criteria:**

Search Order – Ascending/Descending

Instrument Group

Search Matching – Normal/Exact

Starting Date

Metes & Bounds – (Section-Town-Range-Qtr/Qtr)

Plats (Plat #/Lot/Block) Use plat locator to locate plat number

Condo (Condo #/Unit #) Use plat locator to locate condo number

**Selection List:**

Documents that reference the Legal Description requested, and dated after the From Date given

**Resulting Inquiry:**

Shows full details on file for each document number chosen from the list, one at a time.

**Results Tab**

Lists results from Name or Legal Description search

**Detail Tab**

Shows full details on file for each document number from the list, one at a time

Questions: Contact us at JoElyn Storz @ kansascounty.org