

Real Estate Search Plus



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About

The Real Estate Search Plus application allows a user to search and review County Real Estate records as a free service to the public. The only paid service within the application is to print images. This application also can provide you an e-mail notification if the database detects a match for criteria that is set by the user. This notification can be based on a name match, or a cross reference match to a book and page. Once the notification is received, the user can click the link to the filed images and determine if fraudulent activity has occurred. This document will guide you through using the application, searching Real Estate records, setting up a new account, funding an account, and creating a fraud alert notification.

Using the Application

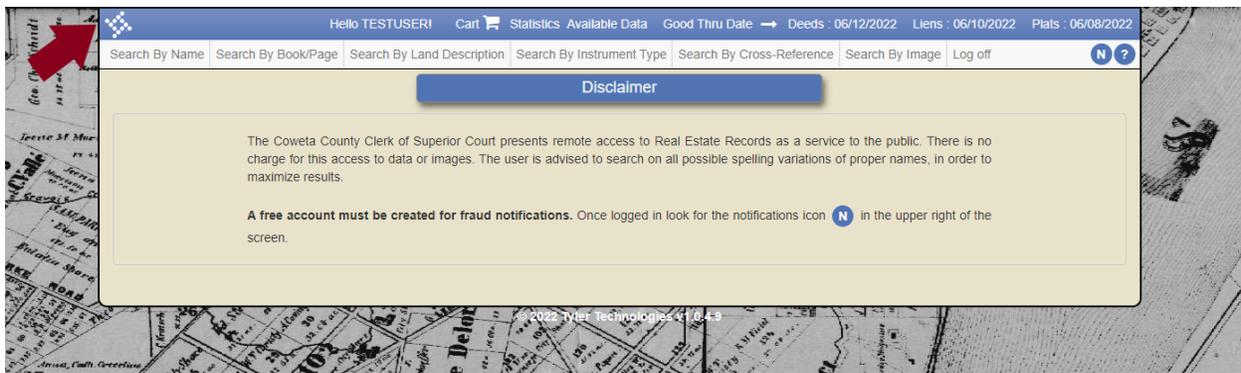
Log In

From the login screen, you can choose to 'Login' or 'Continue as Guest'. If you wish to create fraud alerts, you will need to create a free account.



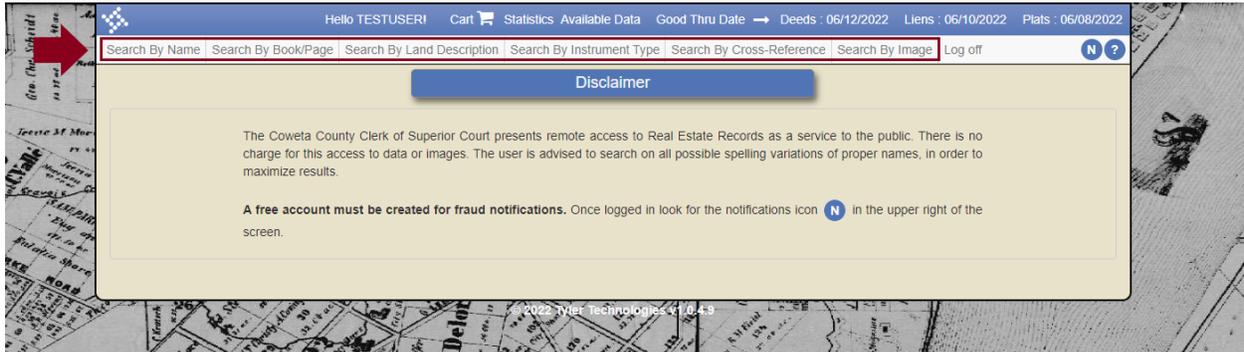
Main Menu

At any point you wish to get back to the main menu, select the Tyler Technologies logo, located in the upper left corner of the application.

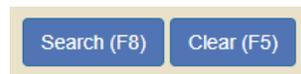


Search Options

To perform a search, select the tab that describes the type of search you would like to perform. The options are searching by name, book/page, land description, instrument type, cross-reference, and image.

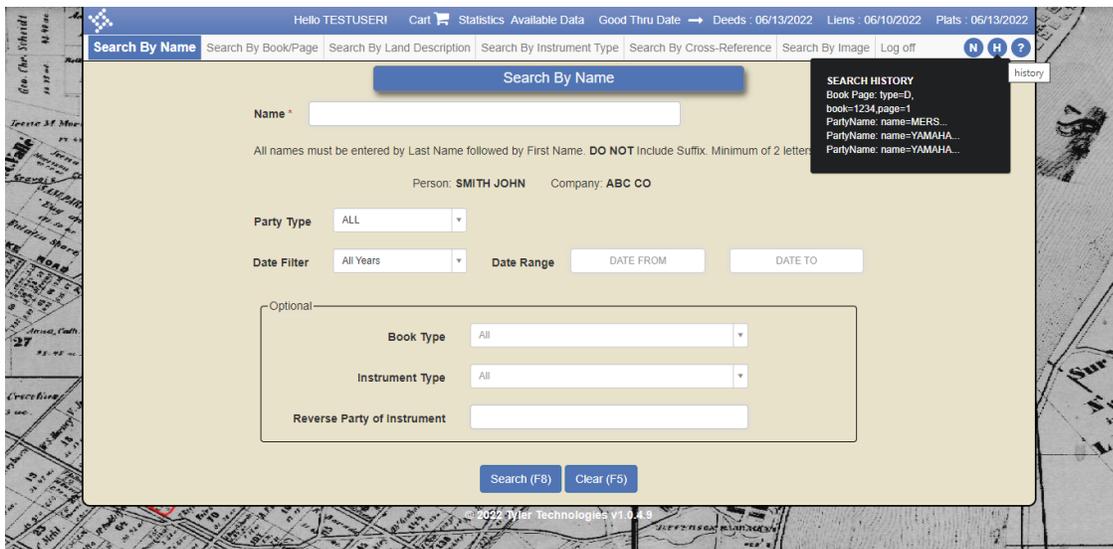


After entering search criteria on any of these tabs, you can elect the 'Search' button or press F8 on your keyboard to perform the search. Select the 'Clear' button or press F5 on your keyboard to restart your search.



Search History

You can view recently searched items by hovering the mouse over the round 'H' icon in the upper right corner of the screen. Recent search items will display, and you are able to click on any of these to revisit recently searched items.



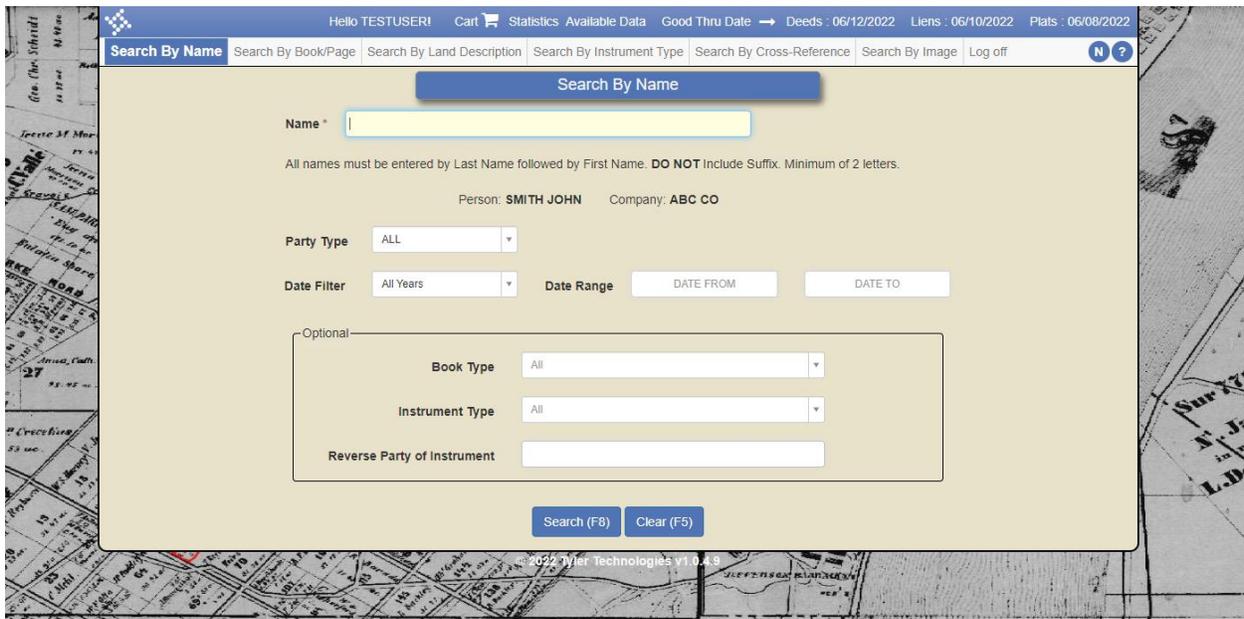
Log Out

To log out of the program, select the 'Log Out' option on the top menu.



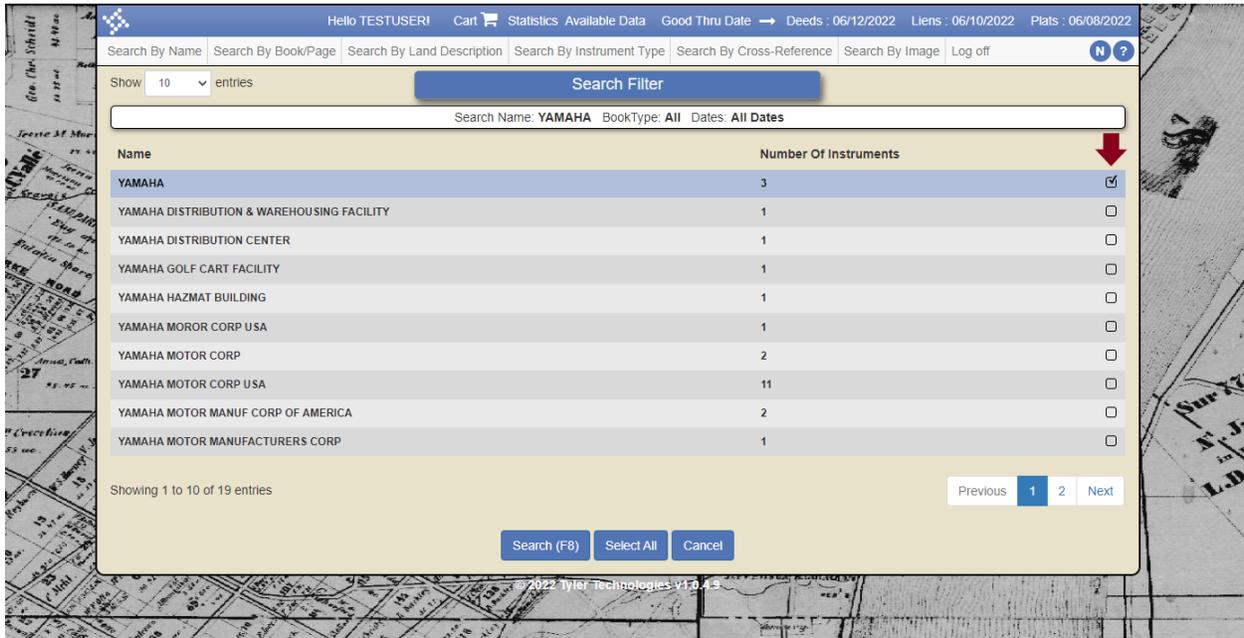
Search by Name

Select the 'Search By Name' tab at the top of the screen. Enter a name in the name field. All names must be entered by last name, followed by the first name. There is a minimum of 2 characters when searching by name. In this screen you can search by party type 'Grantor' or 'Grantee' or leave as 'All' for both. Under the date filter category, you can specify a specific amount of time, such as 'last 7 days' or you can select a time period using the date range. There is also the option to select Book Type, Instrument Type, and Reverse Party of Instrument.



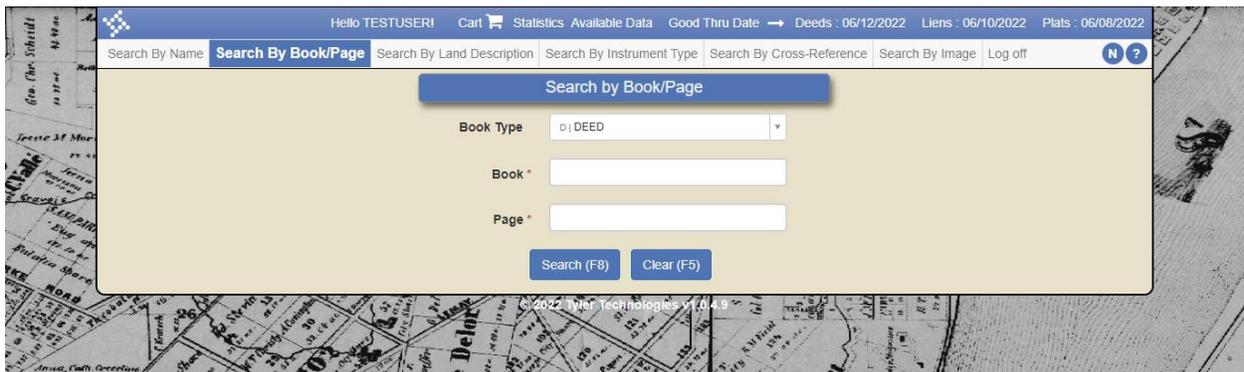
After clicking 'Search', you will be directed to another screen that will allow you to select a match for the name. From this screen you can select the match using the check box to the right of the screen, and then select 'Search' again to view the results.





Search by Book/Page

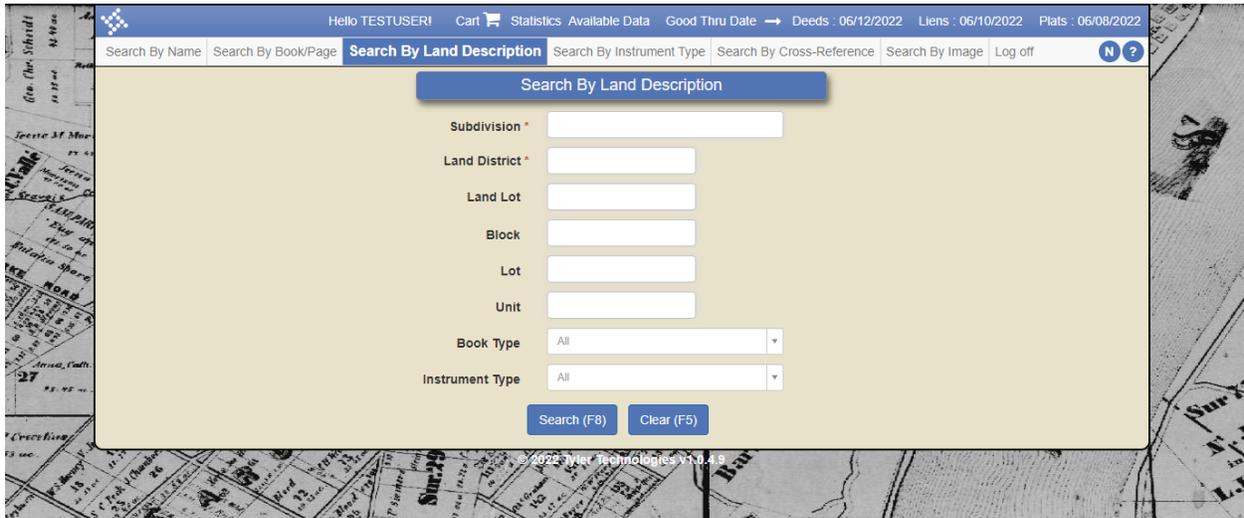
To search by Book & Page, select the 'Book Type' from the drop-down menu. Then enter the 'Book' and 'Page'. The Book Type options are BPA, DEED, HLIEN, LIEN, PLAT, and UCC. You must enter both a Book and a Page when performing this search.



Search by Land Description

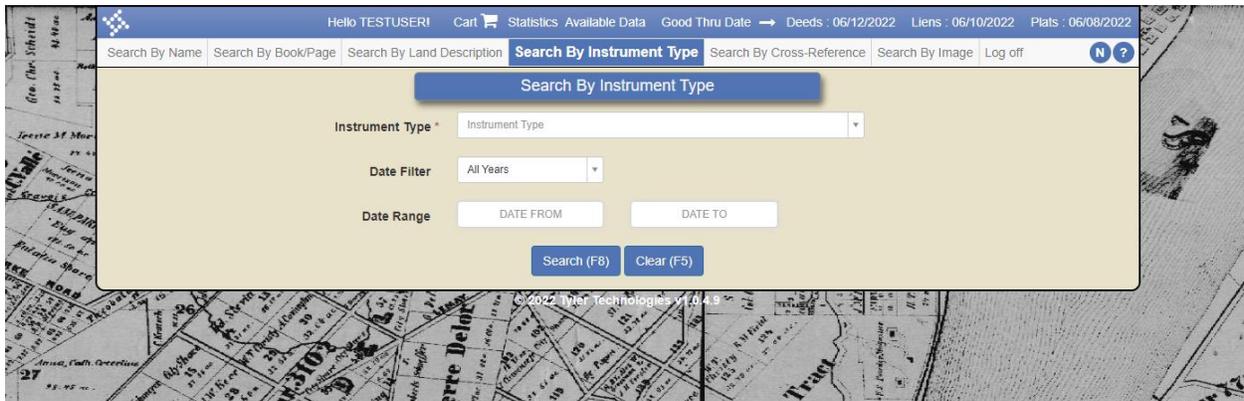
To search by land description, you must enter a 'Subdivision' and 'Land District'. All other fields in this form are optional but may help narrow your search results.





Search by Instrument Type

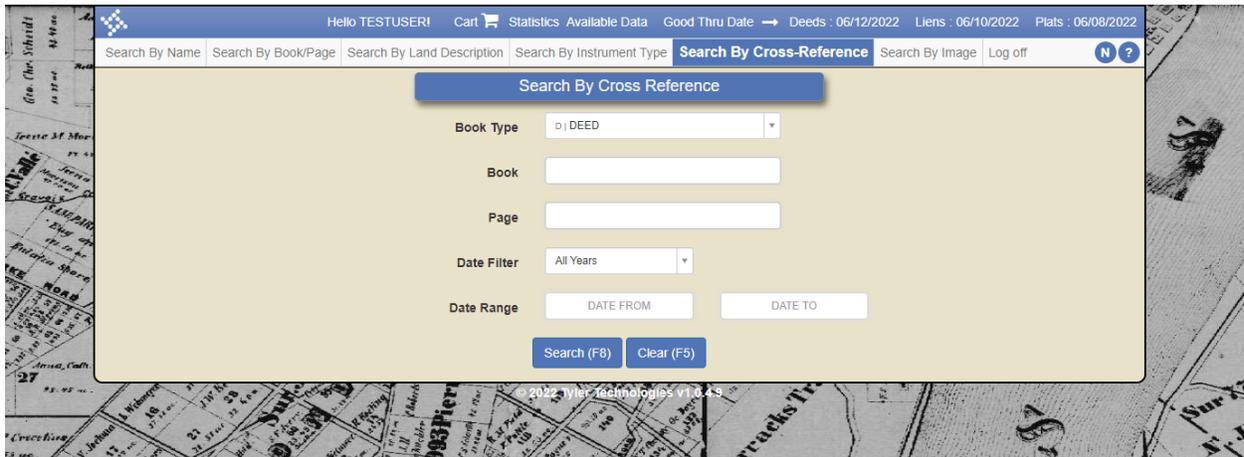
To search by instrument type, you must select an 'Instrument Type'. You have the option to use limit your search to specific time periods using the 'Date Filter' and 'Date Range' fields.



Search by Cross-Reference

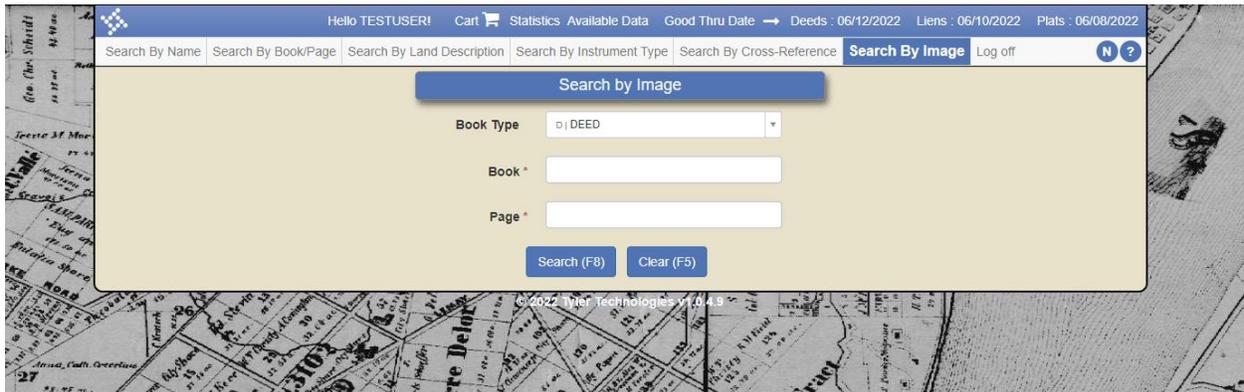
To search by cross-reference, select a 'Book Type'. Then enter a 'Book' & 'Page', these fields are both required fields for this search. You also have the option to use limit your search to specific time periods using the 'Date Filter' and 'Date Range' fields.





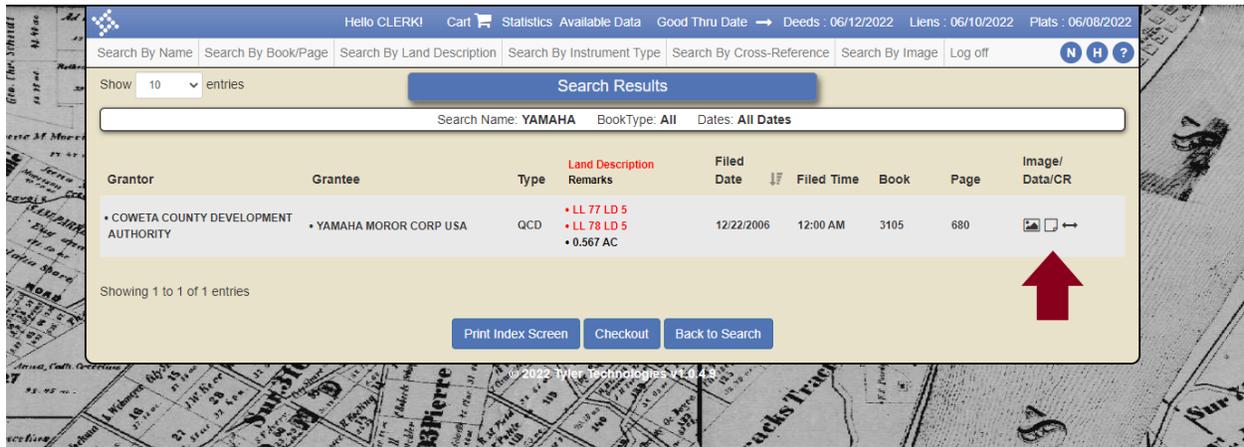
Search by Image

Select the 'Book Type' from the drop-down menu. The options for this field are Deed, Lien, and Plat. Then select a 'Book' & 'Page'. All fields on this screen are required for this search.



Reviewing Search Results

Once you have clicked 'Search' using any of the search tabs. You will be directed to your search results, from there you can select to view the images of the document, details, and if there is a cross-reference.



The screenshot shows a web application interface for searching records. At the top, there is a navigation bar with 'Hello CLERK!' and various menu items like 'Cart', 'Statistics', 'Available Data', 'Good Thru Date', 'Deeds', 'Liens', and 'Plats'. Below this is a search bar with 'Search Name: YAMAHA', 'BookType: All', and 'Dates: All Dates'. A table of search results is displayed with columns for Grantor, Grantee, Type, Land Description, Filed Date, Filed Time, Book, Page, and Image/Data/CR. A red arrow points to the 'Image/Data/CR' column for the first entry.

Grantor	Grantee	Type	Land Description	Filed Date	Filed Time	Book	Page	Image/Data/CR
COWETA COUNTY DEVELOPMENT AUTHORITY	YAMAHA MOROR CORP USA	QCD	• LL 77 LD 5 • LL 78 LD 5 • 0.567 AC	12/22/2006	12:00 AM	3105	680	

Creating an Account

In order to receive fraud alerts, you will first need to set up your FREE account. From the Main Menu, select 'Create Account'.



The screenshot shows the login page for 'justice a tyler portfolio'. It features a 'Login' button at the top, followed by input fields for 'User Name' and 'Password'. Below these fields are three buttons: 'Login', 'Continue as Guest', and 'Create Account'. A red arrow points to the 'Create Account' button, and a red text label below it reads 'For fraud alerts please create an account'.



Next, complete the form and then select 'Save New Account'. The password you select must be a minimum of five characters. All fields marked with an asterisk are required.

Statistics Available Data Good Thru Date → Deeds : 05/16/2022 Liens : 05/17/2022 Plats : 05/11/2022

Search By Name Search By Book/Page Search By Land Description Search By Instrument Type Search By Cross-Reference Search By Image Log-in

Create Account

Account Name *

Address *

City * State * Zip Code *

Phone Number

User Name *

Password *

Confirm Password *

Email Address *

Save New Account Cancel

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Once your account is created, you will see the following screen confirming the details of your new account.

Hello TEST USER! Cart Statistics Available Data Good Thru Date → Deeds : 05/17/2022 Liens : 05/18/2022 Plats : 05/18/2022

Search By Name Search By Book/Page Search By Land Description Search By Instrument Type Search By Cross-Reference Search By Image Log off

Account Confirmation

User Name TEST USER

Account Name TEST USER

Email Address TESTUSER@TYLERTECH.COM

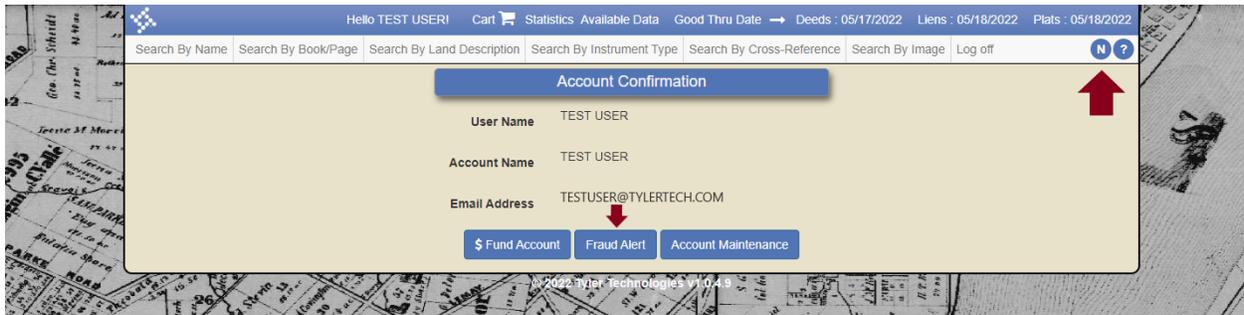
Fund Account Fraud Alert Account Maintenance

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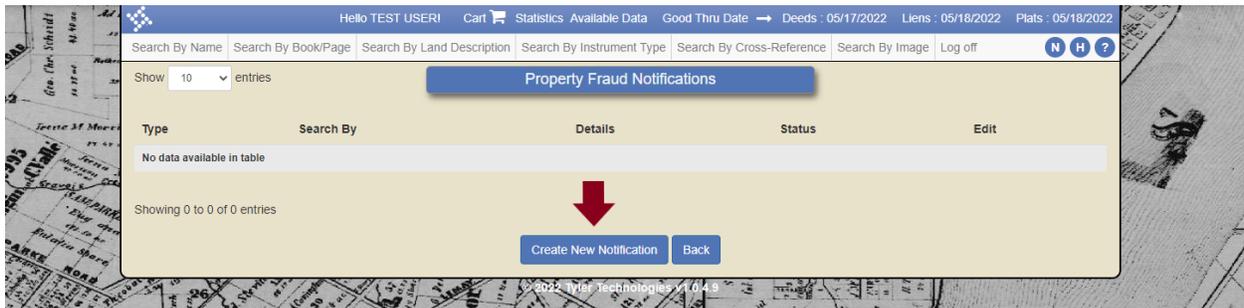


Creating a Fraud Alert Notification

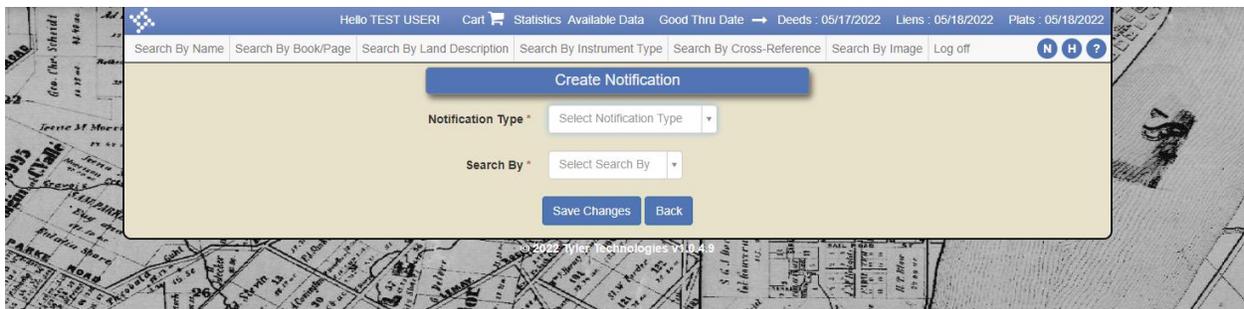
Once your account has been created, you have the option to select 'Fraud Alert' from the Account Confirmation screen or you can select the notification icon **N** in the upper right corner of the screen.



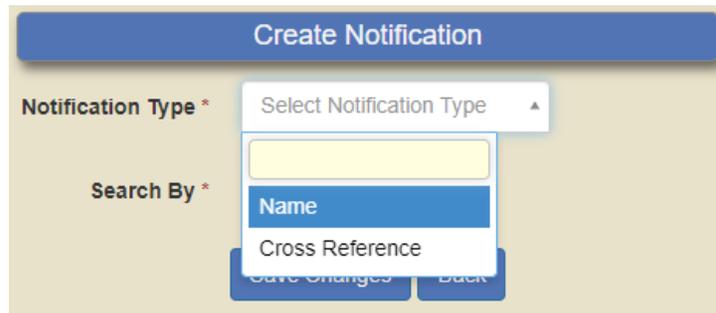
You will then be directed to the Property Fraud Notifications screen. Click 'Create New Notification' to get started.



The next step will be to select the criteria for your new alert.



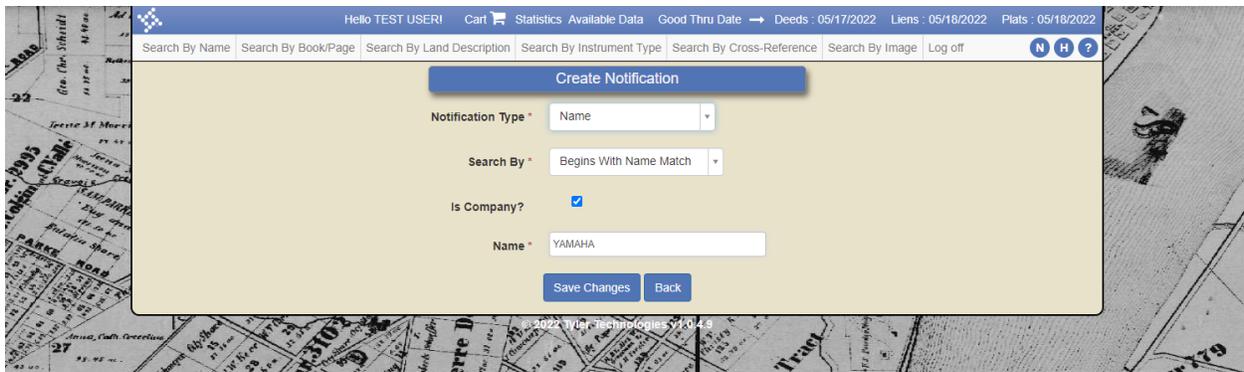
There are two different notification types, one is by Name, and the other is by Cross Reference. Select from the 'Notification Type' drop down list.



The screenshot shows a web form titled "Create Notification". The "Notification Type" dropdown menu is open, displaying two options: "Name" (highlighted in blue) and "Cross Reference". Below the dropdown is a "Search By" field with a yellow background. At the bottom of the form are "Save Changes" and "Back" buttons.

Name Notifications

When creating a name notification, you can select from the following criteria:

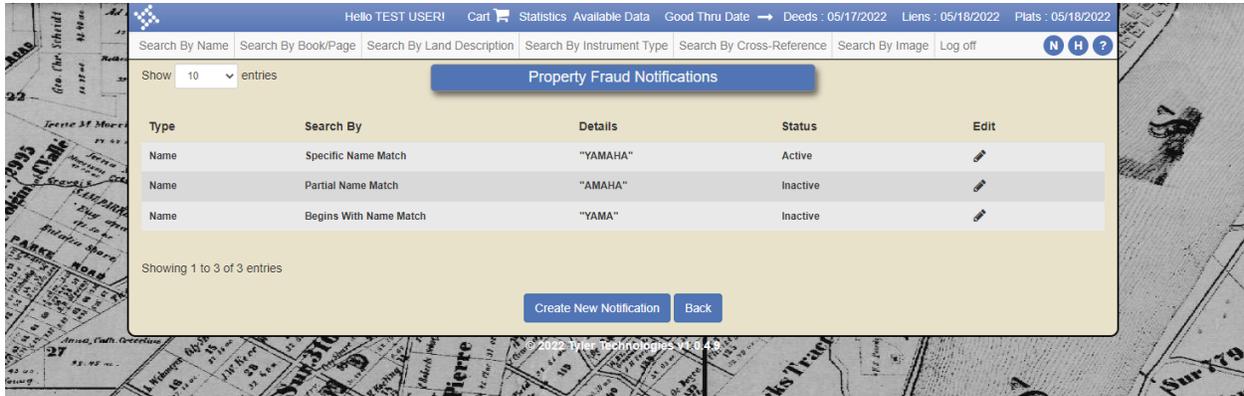


The screenshot shows the "Create Notification" form with the following fields and values: "Notification Type" is set to "Name"; "Search By" is set to "Begins With Name Match"; "Is Company?" is checked; and "Name" is set to "YAMAHA". The "Save Changes" and "Back" buttons are visible at the bottom. The background of the form is a map.

Select the 'Search By' drop down list to select from Specific Name Match, Partial Name Match, or Begins With Name Match. If the notification is for a company name, select the 'Is Company?' check box. Enter the name and then select 'Save Changes'.

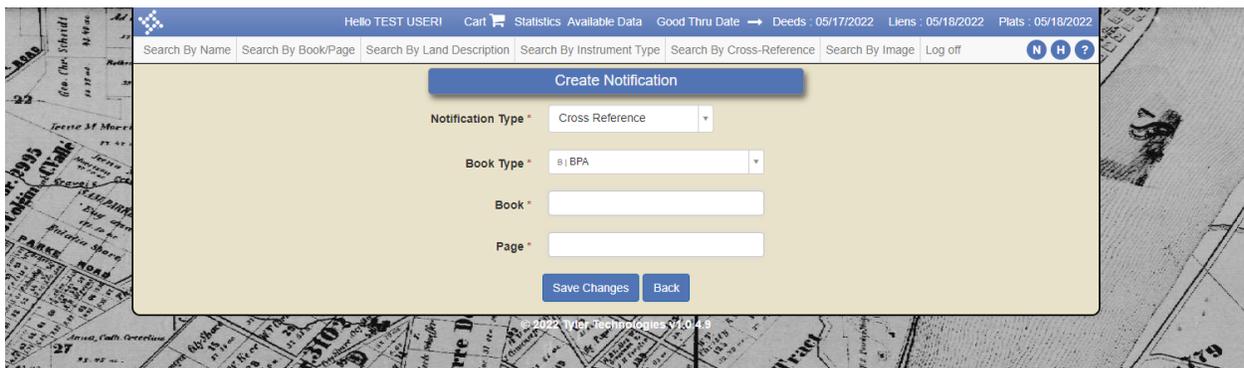


After selecting your Name notification, you will then be redirected to a list of all your Notifications. There is also the option to make notifications active or inactive by clicking in the Edit column for the record you would like to modify.



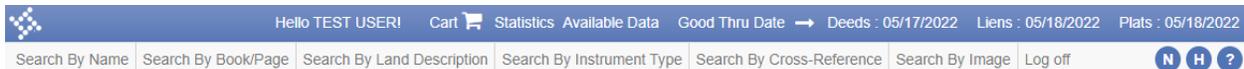
Cross Reference Notifications

When creating a cross reference notification, you can select from the following criteria:



Select the 'Book Type' drop down list to select from BPA, DEED, HLIEN, LIEN, PLAT, or UCC. After making a selection, enter the 'Book' and the 'Page' for notifications. Then select 'Save Changes'.

Note: If you are not sure of the book or page for your cross reference notification, you can use one of the search methods available in the main menu



Receiving a Fraud Alert Notification

Once you have created your notifications, you will receive an e-mail notification if there is a match for any activity which may indicate possible fraud. Here is an example of the content that would be included in the e-mail:



The screenshot shows an email notification from Justice Plus. The header includes the Justice Plus logo and the text "Justice Plus - Property Records Fraud Notification Alert - Coweta County". Below this, it states "Match Found for Specific Name - 'YAMAHA'". A "Match" section indicates a match on LIEN Book - 159 - StartPage - 764 with a "view" hyperlink. A "Disclaimer" section follows, stating that the notification is a convenience and that the information is neither warranted nor guaranteed to be complete. It also provides contact information for Coweta County, Clerk of Superior Court at (770)-254-2690.

From the e-mail you can select the 'view' hyperlink to be directed to the match. From there you can view the record and any images associated with it.



The screenshot shows a web application interface for searching property records. The page displays search results for a specific record. The search criteria are "BookType: LIEN Book: 159 Page: 764". The results table shows one entry with the following details:

Grantor	Grantee	Type	Land Description Remarks	Filed Date	Filed Time	Book	Page	Image/Data/CR
• KELLY WILLIAM	• ASSET ACCEPTANCE LLC • CAPITAL 1 BANK NA • CAPITAL ONE BANK NA • YAMAHA	FIFA	• MAGISTRATE COURT OF COWETA 2014CI00622 \$10,939.81	5/1/2014	12:00 AM	159	764	 

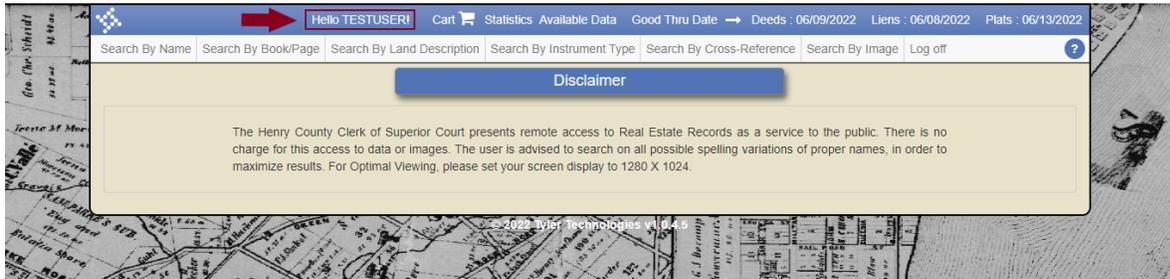
Buttons at the bottom of the results section include "Print Index Screen", "Checkout", and "Back to Search".



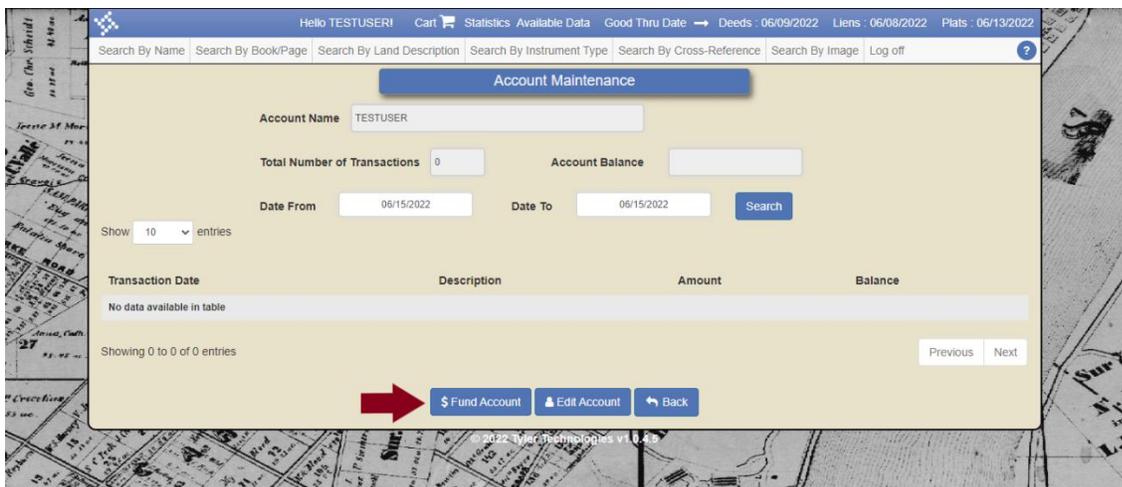
Funding Your Account

Select your username at the top of the screen. In the below example, the username is TESTUSER.

Note: It is only necessary to fund your account if you intend to print or download documents from the website.

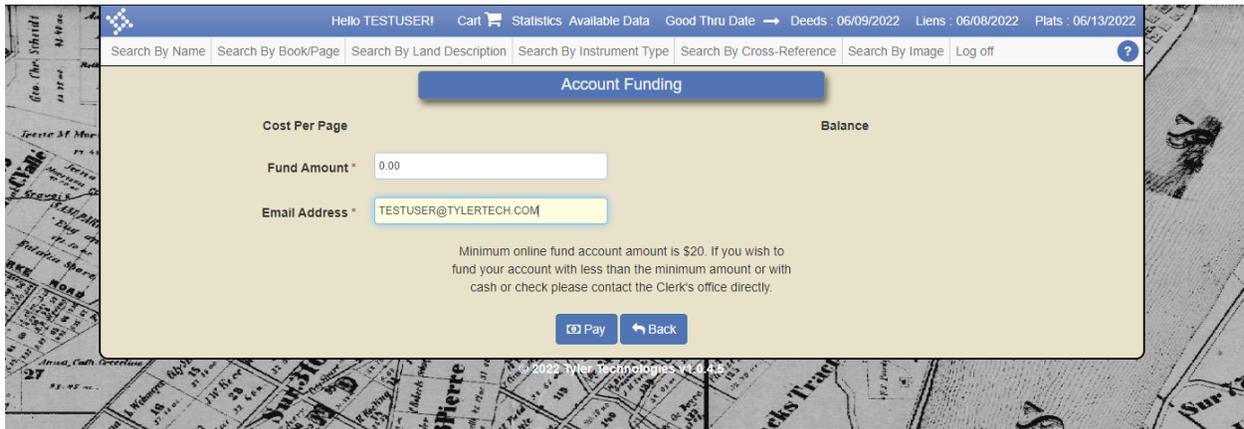


You are then redirected to the Account Maintenance screen. This screen allows you to view transactions, account balance, fund account, and edit your account. The next step is to select 'Fund Account'.

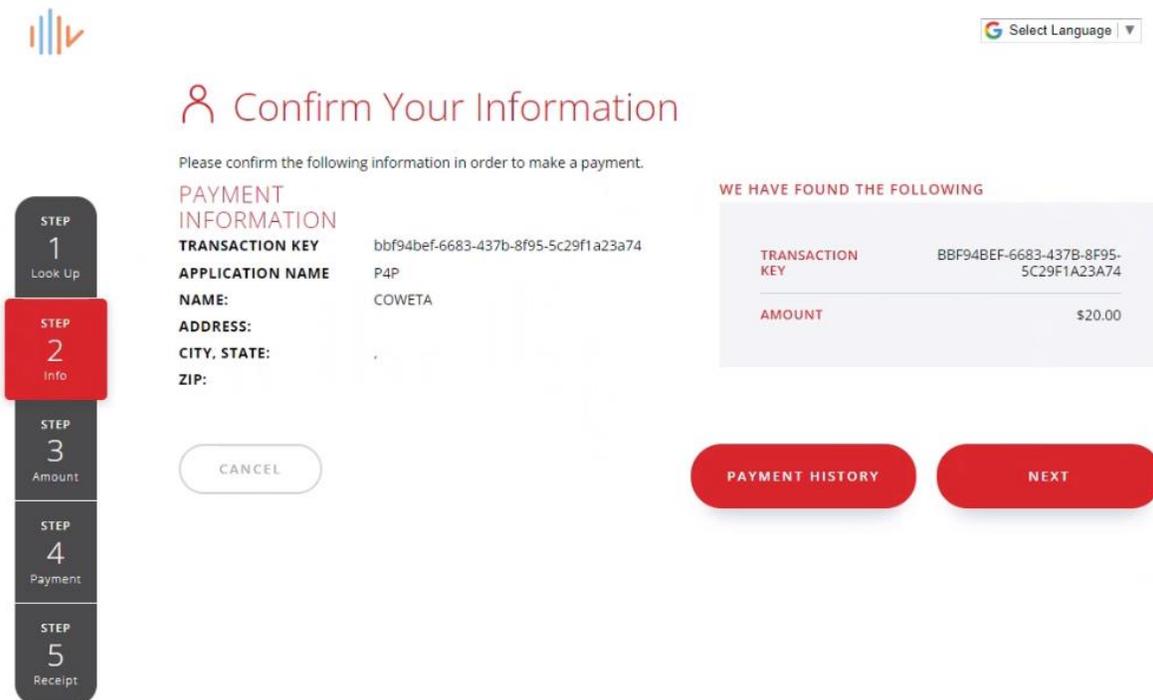


This will take you to the Account Funding screen. Enter the amount that you would like to add to your account, verify your e-mail address, then select 'Pay'.

Note: Minimum online fund account amount is \$20. If you wish to fund your account with less than the minimum amount or with cash or check, please contact the Clerk's office directly.



You are then redirected to the FivePoint Payment website. FivePoint is a third party vendor that handles the payment for your account funding. From the following screen, verify the amount, and then select 'Next'.



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On the next screen you would need to read and acknowledge the agreements set forth by FivePoint. Then select 'Pay By Card'.

Note: Please pay special attention to these agreements and note that charges cannot be disputed, refunded, or recalled.



Payment

Please review the payment amount.

STEP 1
Look Up

STEP 2
Info

STEP 3
Amount

STEP 4
Payment

STEP 5
Receipt

I acknowledge that the third party merchant processor for this payment will be **Five Point Payments LLC**. I acknowledge that the service fee will appear as a separate transaction on my card statement. All payments are final

You hereby acknowledge and agree that this is a payment for a judicial related charge that can in no way be disputed, charged back, refunded or recalled. Should this charge be disputed by you without authority, you acknowledge and agree that you will be subject to civil and criminal penalties, including but not limited to, jail time and fines up to \$500 per instance, for civil recovery of all fees paid, plus service fees, plus costs, plus attorney fees, plus any incidental or associated damages.

TRANSACTION KEY	BBF94BEF-6683-437B-8F95-5C29F1A23A74
AMOUNT	\$20.00
SERVICE FEE	\$5.80
TOTAL	\$25.80

BACK

CANCEL

PAY BY CARD

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The next step would be to enter your credit card information. After entering your credit card information, carefully review, then select 'Submit Payment'.

Note: All credit card details must match the billing information for your credit card. Should your payment be declined please verify all details match exactly, such as address (Rd. vs. Road, St. vs Street, NE vs. Northeast, etc.).



Credit Card

Please enter the card information to be used for this payment. To receive an email copy of your receipt type your email address in the corresponding text box below.

You have requested to make a payment in the amount of **\$20.00 plus a service fee of \$5.80.**

STEP 1
Look Up

STEP 2
Info

STEP 3
Amount

STEP 4
Payment

STEP 5
Receipt

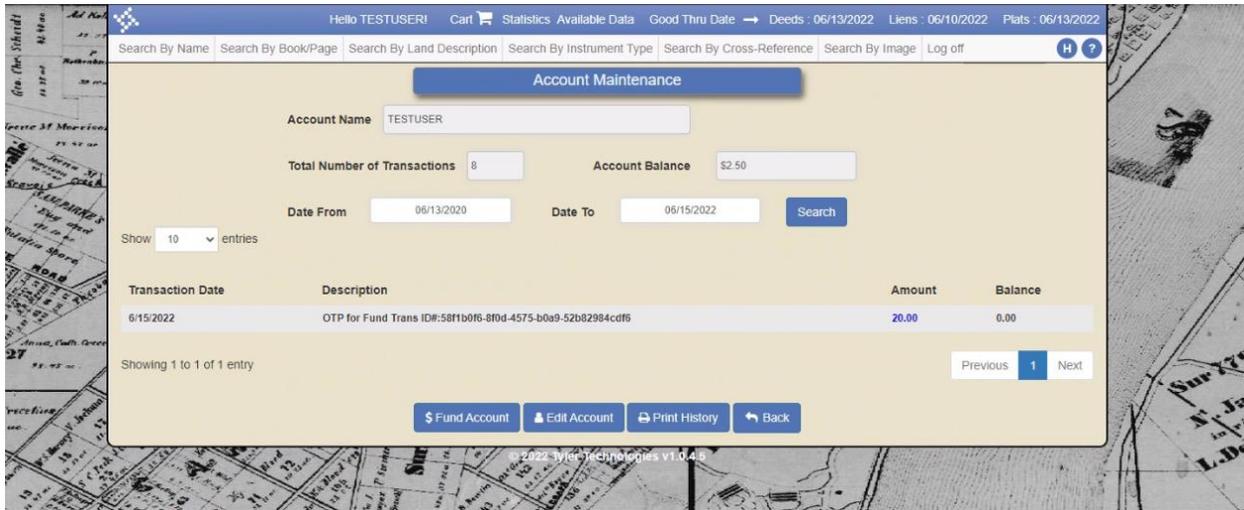
Card Number		M	Y
Name on Card	Card Type	CW	
Billing Zip	Email	Phone	
Memo			
<input type="checkbox"/> Agree To Terms			

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Note: It is very important that you do not close the FivePoint window until your payment has fully processed. Early termination of this process could result in your card being charged, and the amount not being reflected in your funding account within the Real Estate Search program.

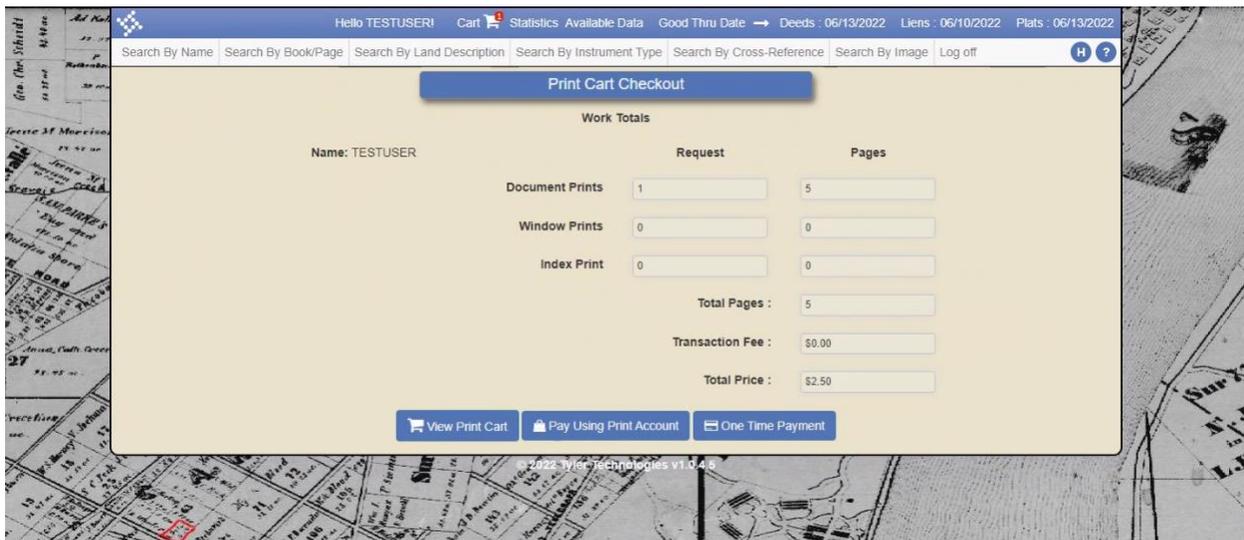


After payment is completed, you are then redirected to the Account Maintenance screen. Here you can verify that the amount was added to your account.

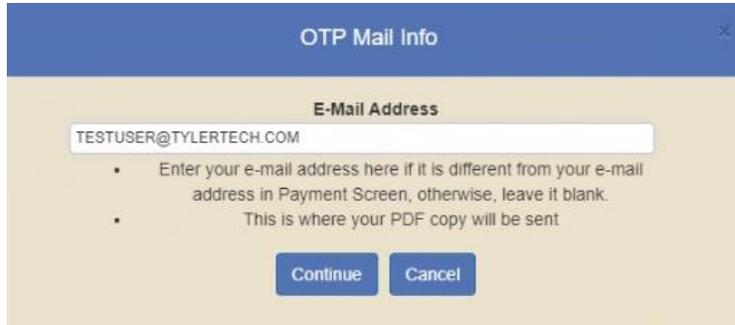


Print Cart Checkout

Click on the shopping cart pictured at the top of the page to proceed to the Print Cart Checkout screen. Also note the number on the cart displays the number of items in your cart. From this menu, you can view print cart, pay using print account, or use the one time payment. Should you choose to pay with your print account, this will deduct the total price from your current balance in your print account. The following steps will show how to make a one time payment. Select 'One Time Payment'.



The following dialog box appears, leave this blank to use the e-mail address associated with your account. If you would like to have the PDF receipt sent to a different address, you can enter that address here.



OTP Mail Info

E-Mail Address

TESTUSER@TYLERTECH.COM

- Enter your e-mail address here if it is different from your e-mail address in Payment Screen, otherwise, leave it blank.
- This is where your PDF copy will be sent

Continue Cancel

After you select 'Continue', you will be directed to the FivePoint website to process the payment. This process is the same as described above in the Funding Your Account section above.

Note: Please direct any questions regarding this site to the Clerk of Courts office for this county. Should there be an issue with the site, the Clerk of Courts office will contact Tyler Technologies directly.

