

# Access to Real Estate Records for Koochiching County

(see [Search Tips](#) below)

**Errors and Omissions:** Although we strive to be 100% accurate, this is a working index and may contain errors and omissions due to errors in the preparation of the original document or in the indexing. It is recommended to search several different ways for each property, such as by party name and legal description and other pertinent information. You can narrow your search by entering more information.

(If an error is found, please let us know as soon as possible so that it may be corrected. Thank you.)

[Documents from December 1976 to the present](#) may be indexed and searched by document number, grantor, grantee, legal description, date, or instrument type. Related documents and property ID numbers are entered if shown on the document.

**Images:** The images are authentic reproductions of the actual documents and the quality is usually good. However, blue or light-colored ink used on original documents does not reproduce well. A few older documents may be illegible since there was no requirement for legibility until 1997.

All [Torrens documents](#) are indexed and available. We do not have Certificates of Title scanned, but for most documents we have entered the Certificate Volume and Page into the Book and Page field. (Should be the Volume and Page of where the document is memorialized)

Indexing of [Abstract documents](#) is available from December 1976 to the present. There are some random older documents indexed for one reason or another. We continue to back-index as time allows, so this date will constantly change.

When referencing our tract indexes, images of documents from [144619 to present](#) are found by Document number.

When referencing our tract indexes, images of [documents prior to 144619](#) are found in the tract index by Book and Page and can be searched by the book and page fields. Please note we are still in the process of entering this information, so you may or may not be able to find the document you are looking for. Some documents only state the page because no book number is shown on the document, but we have tried to enter the legal description for those documents (you may try searching by 'page only' but will have to view your search results to find your document). We will continue to work on correcting these as time permits.

Most of the [older Book and Page documents](#) will not be found until they are fully numbered and ready to convert into iDoc Market. There are many books, but we hope to have a conversion done within a year or two so that all documents will be available.

Please note that [some older Book & Page documents](#) contain more than one document per page. This is why you may find more than one of the same Book and Page when searching. Eventually, they will be indexed individually. If the indexing does not match your document, it may be the indexing for a document further down on the page.

The 10 [Tract Index books](#) for Koochiching County from 1907 to July, 1993 are fully scanned and available. They may be searched by legal description.

The second set of tract index books from July 1993 to December 2012 will not be scanned because those documents should be fully indexed and searchable

**Index and Verification dates:** Normally, the grantor-grantee (or party) index, tract index, and images are available 2-3 working days after being recorded. There are occasional exceptions due to equipment failures and high recording volumes.

## IDocMarket Search Tips

**SEARCH BY PARTY** – John A. Doe would be entered: **DOE JOHN A** (no comma)

The Spot on 53 would best be searched by: **THE SPOT ON 53** and **SPOT ON 53**

**SEARCH BY DOCUMENT NUMBER** –

Abstract and Torrens documents: To search by document number, you must enter the document number with ten characters (document numbers must be preceded by “A000” for abstract documents or “T00000” for Torrens documents):

**Examples:** A000257422 or T000001846 (for older document numbers with less digits, fill in with more zeros, such as: A000099543 and T000000546)

There are some documents entered that were given an “A”, “B”, “C”, etc or “1/2” after the number. They can be searched as follows:

If you are searching Document Number 144004 ½, search A0144004.5

If you are searching Document Number 111192A, search A0111192-A

There are some documents that show an incorrect document number – the indexed document number should be correct, having verified them in the Grantor/Grantee index.

**SEARCH BY BOOK & PAGE** –

For older documents, you may search by the “Book” and “Page” fields.

Some documents only state the page because no book number is shown on the document. We have tried to enter the legal description for those documents - you may try searching by page only, but you will have to view your search results to find the document you need.

Some older books contain more than one document per page. We work towards indexing these separately, but it takes time. If the indexing does not match your document, it may be the indexing for a document further down on the page.

**SEARCH BY SUBDIVISION (PLAT)** –

Type the first 3-5 characters of the Subdivision name and then click on the down arrow button.

Select the plat you need by clicking on it. Enter a Lot and/or Block number.

It is not recommended to search a large range of lots in a single search.

If it is an **OUTLOT** you are searching, be sure to enter the number into the “Outlot” field.

**SEARCH BY SECTION, TOWNSHIP & RANGE and QUARTER QUARTER** –

Enter the Section, Township and Range numbers and enter the Quarter Quarter section either manually in the “Legal” field or by clicking the appropriate Quarter Quarter on the grid to the right. (You are searching for unplatted land with this search.)

A manual description would need to be entered as follows:

The **NE ¼ of the SE ¼** would be entered as **NE4SE4**

The **S ½ of the NW ¼** would be entered as **S2NW4**

The **NE ¼** would be entered as **NE4** , etc.

#### **SEARCH BY SECTION, TOWNSHIP & RANGE and GOVERNMENT LOT –**

Enter the Section, Township, and Range numbers and the Government Lot number in the “Government Lot” field.

#### **SEARCH BY PIN –**

Only those documents presented to us with a Parcel ID# (PIN) stated on the document are indexed by said number. Not all documents can be located by PIN number.

**NOTE:** You can narrow your search by combining search criteria, such as name and beginning date or name and legal description. Additional fields that could narrow your search would be **Record Date**, **Instrument Type** (Warranty Deed, Mortgage, etc) or **Instrument Group** (so, if you search Mortgage, you may get Mortgages, Assignments to Mortgages, Modifications, etc).

Please know the “Instrument Group” is not fully set up at this point, but could help in some situations.

#### **PREVIEW, VIEW and PRINT –**

Click on “**Preview**” to read more information indexed for a document from the search results.

Click on “**View**” to view the scanned image of that document.

Click on “**Print**” for a copy.

#### **INDEXING & VERIFICATION (or Validation) DATES –**

The general rule is that the Grantor/Grantee (party) index and tract index are available 2-3 working days after being recorded. The Verification or Validation date is when the index data and images have been double checked for accuracy.

Although we do our best to avoid errors, at times something might slip by. If you notice something incorrectly indexed, please bring it to our attention so that we can correct it as soon as possible.

Thank you.