

DTS 2

DTS2_Searching_Guide_Expansion_Counties

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Version 1.0

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Expansion County Searching Tips

1. The Title Plant posts property documents to an APN-centric property grid and includes tax cross reference data (e.g., address and owner name) to support various property search options.
2. Property (APN) changes are not currently tracked requiring the user to run both current and any known historical APNs in the event a split or merge has occurred.
 - To distinguish, when searching by APN, for example, picklist identification of underlying properties can be discerned based upon the absence of assessor content (i.e., an APN value alone without accompanying address or owner info next to the APN value represents an underlying or historic APN).

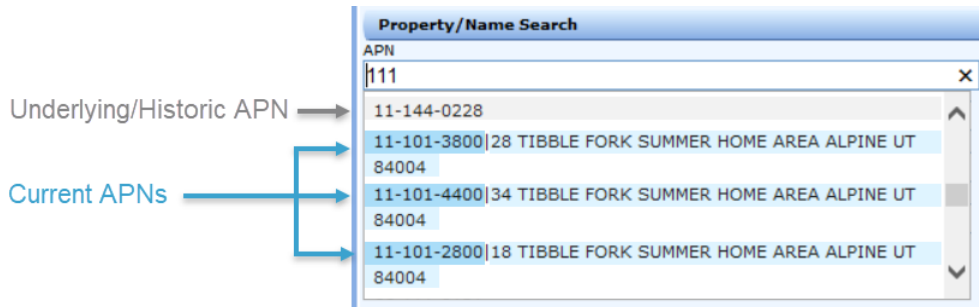


Figure 1: APN Picklist Illustration

- For a given property input (i.e., APN, Address, or Owner Name), all matching current assessor parcels will show in the picklist, and the chain results will confirm if any recorded document activity has occurred since the Plant begin date.
3. To complete the retrieval of all property related documents, a party-property (Grantor/Grantee) type search is recommended to help identify any missing records related to PIQ as:
 - Some property documents may not be fully associated to all respective APN Plant properties,
 - Auto-chain (property history) data is currently unavailable requiring the user to confirm if a property split(s)/merge(s) may have occurred, and
 - There is no current All-Tract type Plant property for Platted covenants, easements, or CCRs type records.

New Title Services

DataTrace has created a new Title Services menu for Expansion counties. This new panel will contain two new services:

1. Property/Name Search, and
2. Instrument/Reference



Figure 2: DTS2 Services Panel

Property/Name Search

DataTrace has created a new combo search screen for Property and Name searches. This new service enables the user to simultaneously search:

- **Property Records:** using any combination of APN, Address, Owner Name, or Brief Legal Description, and
- **Name Records:** General Name, or Party-Property (Grantor/Grantee)

Figure 3: DTS2 Property/Name Search Input Screen

Property Search

Begin a property search using any combination of APN, Address, or Owner Name. Multiple property attributes may be searched simultaneously. If property attributes match to the same parcel, the system will automatically de-dupe and return a single Title chain.

Property Field Highlights:

- Each property field (APN, Address, or Owner) represents a dynamic picklist containing matching Plant properties.
- The *Brief Legal Description* field provides an additional property lookup option for subdivision type information in a dynamic picklist. This lookup searches individual property documents for subdivision type information.

Property Field Details:

1. APN single type ahead field.

- Type ahead is invoked after an initial 3 APN characters are provided and will present a dynamic, selectable pick list of suggested APNs (top 25 results shall be returned).
- Continue typing full APN or select from picklist to populate APN field.
- APN can be entered with or without dashes and the system will automatically check for leading zeros.
- Picklist will display the APN and associated property address to that matched APN.
- Picklist format: 111-111-111 | 123 Main St, Anytown USA 12345.
- When searching by APN, for example, identification of underlying properties can be discerned based upon the absence of assessor content (i.e., an APN value alone without accompanying address or owner info next to the APN value represents an underlying or historic APN).

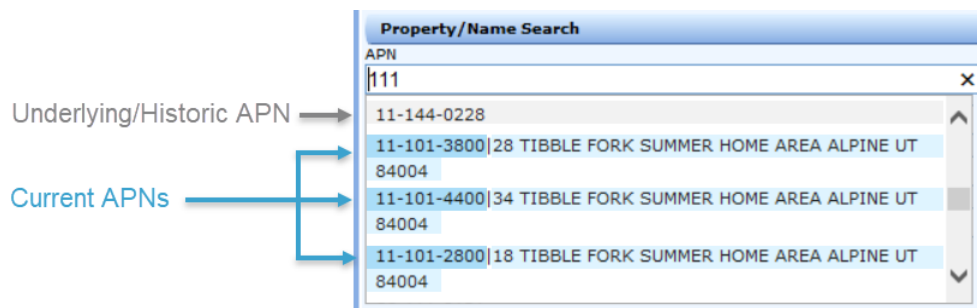


Figure 4: APN Picklist Illustration

2. Property Address single type ahead field.

- Type ahead is invoked after an initial 3 address characters are provided and will present a dynamic, selectable pick list of suggested addresses (top 25 results shall be returned).
- Continue typing full address or select from picklist to populate property address field.
- Picklist will display the address and associated APN.
- Picklist format: 123 Main St, Anytown USA 12345 | 111-111-111.
- Picklist addresses will include both current Tax assessor parcels as well as historic parcels to enable searching on underlying Plant properties.

3. **Owner Name** single type ahead field.

- a) Type ahead is invoked after an initial 3 Owner name characters are provided and will present a dynamic, selectable pick list of suggested Assessed owners (top 25 results shall be returned).
- b) Continue typing full name or select from picklist to populate Owner Name field.
- c) Type ahead uses 'starts with' (left to right) logic.
- d) Picklist will display the Owner Name and related APNs with the matched Owner Name.
- e) Picklist format: Doe, John | 111-111-111.

4. **Brief Legal Description** single type ahead field that provides a supplemental keyword search tool to locate any property related records containing the entered brief legal description.

- a) Type ahead is invoked after an initial 6 characters are provided and will present a dynamic, selectable pick list of suggested entries (Top 25 results shall be returned). Each picklist entry correlates to actual property information identified and obtained from off property posted Plant documents.
- b) As the Brief Legal Description feature searches individual property documents and for matching subdivision information, this feature functions as a document keyword search rather than a Plant property type search.
 - The search finds matching property documents and any related secondary documents (automatic retrieval of secondary documents avoids a related search to find any secondary documents).
- c) Search using key elements of a given property's legal description such as "**Lot 12 of Map: Whiting Cove**" or the reverse, "**Whiting Cov, Lot 1**" to initiate the type ahead. Picklist entries will dynamically update as more information is keyed.
 - When beginning the search with geo legal elements (such as "Lot" or "Block") followed by the subdivision or map name, preface the subdivision name portion with the phrase "**map:**" to indicate the Plat/Subdivision section follows. Example: **Lot 1 Blk 2 Map: Alderbrook**.
 - When beginning the search with the subdivision or plat name, there is no need to include a prefix. Example: **Alderbrook, Lot 1, Block 2**.
- d) Brief legal search does recognize various legal related abbreviations when searching such as "Lt" for "Lot" or "Blk" for "Block".

Auto-Chain Note: Currently, there is no auto-chain data is available providing insight into property changes over time. Access to underlying properties, however, remains available using the property fields detailed above. Picklist entries absent accompanying assessor information pertain to underlying Plant properties.

General Name Search

Begin a General Name search using an Individual or Business/Trust Name. Multiple names may be searched simultaneously. Use the 'more' button to add additional General Name searches.

5. **General Name** leverages the same search algorithms for all Expansion counties whereby type-ahead is not available.
 - a) **Individual Name** enter the party's last, first and optional middle name (the values must be comma plus space separated between last and first name and space separated between first and middle name. E.g., Johnson, Maria L).
 - b) **Business Name** enter the party's Business Name.
 - c) **Trust Name** enter the party's Trust Name.
 - d) **SSN** enter the last 4 digits of the party's social security number to utilize the optional SSN field to act as a filter when searching Individual Name. The system will exclude name records that have conflicting SSN values, while retaining those absent any SSN values.
6. **General Name search options:**
 - a) **Run Reverse First/Last Name Combinations** when checked, the name search will automatically flip last and first name fields and search as a generated parameter. Applies to Individual Name only.
 - b) **Include Common Nickname** when checked, the name search will automatically compare first name against nickname table and search each name as a generated parameter. Applies to Individual Name only.
 - c) **Include Grantor | Grantee data** when checked, the name search will include both name-only (General Name) records and property-related matching name records.
 - d) **Name Matching Percentage** sets the level of accuracy for finding and identifying instruments when searching by name.
 - 100% - Matches all names exactly as entered.
 - 90% - searches range of 90 to 100. This option is used if you feel comfortable tightening the 75% standard, as it helps to provide more specific results. When searching multi-worded Business/Trust names, all entered name words must be present in the name string.
 - 75% - searches range of 75 to 100. This is the default setting because it is designed to capture complete results without returning excessive results. When searching multi-worded business/trust names 75% of entered name words must be present in the name string (e.g., 2 out of 3 words must be present).
 - 50% - searches range of 50 to 100. This is intended to be used when the spelling of the name is unclear. When searching multi-worded business/trust names 50% of entered name words must be present in the name string (e.g., 2 out of 4 words must be present).
7. **More** (button) adds additional General Name search instances to the search input screen.
8. **Property/Name Search Qualifiers:**
 - a) **From/Thru Dates** limits search results to specified date range.
 - b) **Doc Type Filter** limits search results to a specific document type or category of documents. Search all documents does not limit the search by doc type.

Misc. Notes:

- No changes to existing DTS features and functionality.
- All Expansion counties share the same data extraction fields as well as single standardized Doc Type code set.
- Plat ID data and property comments are currently unavailable for Expansion counties.
- Plant Discrepancy reporting is pending rollout for Expansion counties.
- The following data types are currently not included within the Expansion counties:
 - Courthouse filings (not recorded with land),
 - Federal Bankruptcy filings (not recorded with land),
 - State/Fed liens (not recorded with land),
 - OFAC (Office of Foreign Asset Control), and
 - Office information postings

Property/Name Search Results

History Panel

Although Property and Name parameters may be searched simultaneously, they represent distinct and separate searches. The History Panel will display the Title chain icon for both Property and Instrument/Reference type searches and display the name icon for Name searches. Additionally, the History Panel will display the parameter searched rather than displaying the Plant property that search resolved to.



Figure 5: History Panel

History panel search parameter labels:

- **APN:** Property ran as APN,
- **ADD:** Property ran as Property Address,
- **OWN:** Property ran as Owner Name,
- **LEG:** Property ran with Brief Legal filter,
- **NAM:** Name search,
- **INS:** Instrument only search,
- **REF:** Reference only search,
- **I&R:** Instrument and Reference search.

Property/Name Search Results

The search results for Expansion counties use the same style sheet as regular DTS Counties.

DataTrace®
INVESTIGATIVE SEARCH RESULTS
PAGE 1 OF 3

	UTAH - EXP, UT	AUG 05, 2024 (Full)
SEARCHED BY: - STS PROD,ANE,NATL	PLANT THRU DATE:	AUG 05, 2024 - 04 :59 PM
SEARCHED DATE: 11/20/2024 04:48 PM PST,SBP1	PLANT THRU INST:	2015-89

ASSESSOR INFORMATION FOR APN: **49-936-0101**

CURRENT OWNER: LIECHTY KAITLYN LOUISE / MASON TANNER	ACQ DOC ID: 2021-113199
SITUS ADDRESS: 1195 E 300 N AMERICAN FORK UT 84003-2095	ACQ DATE: 06-23-2021
MAILING ADDRESS: 84003-2095	TRA: 60
PARTIAL LEGAL: LOT 101, PLAT A, PEAK MEADOWS SUB AREA 0.268 AC	LAND USE CODE: SFR
	LAND USE DESC: SINGLE FAMILY RESIDENTIAL

SUBJECT PROPERTY INFORMATION REPRESENTS DATA RECEIVED FROM THE COUNTY TAX ASSESSORS OFFICE - VALIDATION OF CONTENT IS REQUIRED

SEARCH CRITERIA: **1195 E 300 N AMERICAN FORK UT 84003**

FROM/THROUGH: 01/01/1900-99/99/9999
DOC TYPE FILTER: SEARCH ALL DOCUMENTS

TITLE SEARCH RESULTS

PARAMETER ENTERED:
PROPERTY ADDRESS
1195 E 300 N AMERICAN FORK UT 84003

SEARCHED PARAMETER:
PROPERTY ADDRESS
1195 E 300 N AMERICAN FORK UT 84003

PROPERTY ADDRESS
1195 E 300 N AMERICAN FORK UT 84003

RECORDED	INST	INST NO.	ALT INST NO.	COMP	PORTION
		DOLLAR AMOUNT	LOAN	REMARKS	
		ORIG INST NO.	PARTY	BUSINESS NAME/LAST, FIRST MIDDLE	
<input type="checkbox"/>	10/03/2023	DOT EQU	2023.65291	0001	
		60000	RVL		
					PARTY1 LIECHTY KAITLYN LOUISE

Figure 6: Property Search Result

Instrument/Reference

This new service combines Instrument and Reference into a single service enabling users to search for a Recorded document instrument (document information) or for references (i.e., downline recorded docs) by any/all instrument formats applicable to Expansion Counties.

Figure 7: Instrument/Reference Input

1. **Document Number** single type ahead field.
 - a) Type ahead is invoked after an initial 3 characters are provided and will present a dynamic, selectable pick list of document number matches (top 25 results shall be returned).
 - b) Type ahead uses 'starts with' (left to right) logic.
 - c) Picklist will display the picklist content in its entirety.
2. **Book and Page** two independent, non-type ahead fields.
3. **Instrument/Reference Options:**
 - a) **Instrument Search Type** determines the type of Instrument/Reference search to run.
 - **Instruments with References** will return both the entered searched instrument information along with any related downline documents into a single result set.
 - **Instrument Only** will return instrument information only.
 - **Reference Only** will return downline documents only as related to the entered instrument.
 - b) **Extended Name** displays more than one party1 and party2 entity.

Instrument/Reference Results

The Instrument/Reference Results will change depending on the Instrument Search Type option. See below examples.

Instruments with Reference

DataTrace®		INVESTIGATIVE SEARCH RESULTS		PAGE 1 OF 1	
SEARCHED BY: - STS PROD,ANE,NATL		UTAH - EXP, UT		AUG 05, 2024 (Full)	
SEARCHED DATE: 11/20/2024 03:23 PM PST,SBP1		PLANT THRU DATE:		AUG 05, 2024 - 04:59 PM	
		PLANT THRU INST:		2015-89	
INSTRUMENT: 202449511					
INSTRUMENT SEARCH TYPE: INSTRUMENT WITH REFERENCES EXTENDED NAME: NO					
PARAMETER ENTERED:					
INST NO.					
202449511					
INST NO.	SEQ NO	ALT INST NO.	POSTED		
2024.49511	00001		07/30/2024		
RECORDED INST		COMPANY	DOLLAR AMOUNT	LOAN	
07/25/2024	MLN				
LEGAL					
PLAT	BLOCK	LOT	6	65-558-0006	
	ORIG INST NO.	PARTY	BUSINESS NAME/LAST, FIRST MIDDLE		
		PARTY1	EREKSON, DAVID		
		PARTY2	WASATCH LIEN SERVICES LLC		
REFERENCE: 202449511					
PARAMETER ENTERED:					
ORIG INST NO.					
202449511					
RECORDED	DOC CODE	BOOK/PAGE	INST NO.	COMPANY	
10/09/2024	MLNREL		2024.69702		
	ORIG INST NO.	PARTY	BUSINESS NAME/LAST, FIRST MIDDLE		
		PARTY1	EREKSON, DAVID		
		PARTY2	PREMIER TRUSS LLC		
	49511:2024				
LEGAL					
PLAT	BLOCK	LOT	6	65-558-0006	
END SEARCH					

Figure 8: Instrument and Reference Result

Instrument Only

DataTrace®		INVESTIGATIVE SEARCH RESULTS		PAGE 1 OF 1	
		UTAH - EXP, UT		AUG 05, 2024 (Full)	
SEARCHED BY:	+ STS PROD,ANE,NATL	PLANT THRU DATE:	AUG 05, 2024 - 04 :59 PM		
SEARCHED DATE:	11/20/2024 06:09 PM PST,SBP1	PLANT THRU INST:	2015-89		
INSTRUMENT: 202449511					
INSTRUMENT SEARCH TYPE:		INSTRUMENT ONLY		EXTENDED NAME: NO	
PARAMETER ENTERED:					
INST NO.					
202449511					
INST NO.	SEQ NO	ALT INST NO.	POSTED		
2024.49511	00001		07/30/2024		
RECORDED INST		COMPANY	DOLLAR AMOUNT	LOAN	
<input type="checkbox"/> 07/25/2024	MLN				
LEGAL					
PLAT	BLOCK	LOT	6	65-558-0006	
	ORIG INST NO.	PARTY	BUSINESS NAME/LAST, FIRST MIDDLE		
		PARTY1	EREKSON, DAVID		
		PARTY2	WASATCH LIEN SERVICES LLC		
END SEARCH					

Figure 9: Instrument Only Result

Reference Only

DataTrace®		INVESTIGATIVE SEARCH RESULTS		PAGE 1 OF 1	
		UTAH - EXP, UT		AUG 05, 2024 (Full)	
SEARCHED BY:	- STS PROD,ANE,NATL	PLANT THRU DATE:	AUG 05, 2024 - 04:59 PM		
SEARCHED DATE:	11/20/2024 06:13 PM PST,SBP1	PLANT THRU INST:	2015-89		
REFERENCE: 202449511					
INSTRUMENT SEARCH TYPE:		REFERENCE ONLY			
PARAMETER ENTERED:					
ORIG INST NO.					
202449511					
RECORDED	DOC CODE	BOOK/PAGE	INST NO.	COMPANY	
<input type="checkbox"/> 10/09/2024	MLNREL		2024.69702		
	ORIG INST NO.	PARTY	BUSINESS NAME/LAST, FIRST MIDDLE		
		PARTY1	EREKSON, DAVID		
		PARTY2	PREMIER TRUSS LLC		
	49511:2024				
LEGAL					
PLAT	BLOCK	LOT	6	65-558-0006	
END SEARCH					

Figure 10: Reference Only Result

Coming Soon

The following features are coming soon for Expansion Counties:

1. Order Datedown
2. StarterXchange (available for select counties)
3. TaxSource
4. Order Maintenance
5. Title by Instrument (ability to initiate a property search using document number)
6. Batch Imaging