

## DOCUMENT SEARCH HELPFUL TIPS

### WHERE TO BEGIN

- NOT EXACTLY SURE WHAT YOU NEED?**  
Our Recording Office research room is the best place to start if you are not exactly sure what you are looking for. Index books in this room will help you quickly scan and locate documents of interest from our records. [Room Reservation Recommended.](#)
- KNOW EXACTLY WHAT YOU WANT TO FIND?**  
[Landmark Web](#) will allow you to search by countless criteria to locate documents of interest. Landmark Web is accessible both in our Recording Office research room and online from your home/office.
- UTILIZE THE ASSESSOR WEBSITE FIRST FOR HELPFUL INFORMATION**  
By entering a street address on the [Douglas County Assessor Webpage](#), you can look up property ownership, legal description, chain of title documents, and numerous other helpful pieces of information in a consolidated manner.
- NEED A DOCUMENT 50+ YEARS OLD?**  
Some documents older than approximately 1985 have not yet been fully digitized to Landmark Web. Our research room and staff assistance may be required to locate older documents. Note: our staff can not provide open ended research on your behalf, but we are happy to help locate a specific document once you know the book and page.

### LANDMARK SEARCH TIPS

- SEARCHING BY NAME**  
Names are indexed “Last Name, First Name”. When searching by a name it can be helpful to start with just a last name and progressively add letters of the first name to narrow the search if needed. Companies are indexed as they appear on the document.
- SET A DATE RANGE**  
Searching our entire catalog of records at once can be overwhelming. Utilizing a date range of 1-5 years per search can often produce better results.
- LEGAL DESCRIPTIONS INSTEAD OF STREET ADDRESSES**  
Street addresses are not indexed, as one property can have multiple. Instead, property is indexed by a legal description based on lot # and subdivision. For example, “Lot 5, Block 3, Highlands Ranch”.
- DOCUMENT NOT IN LANDMARK?**  
All documents back to the 1800’s have been scanned in chronological order and are visible using Image Express from our Research Room. Simply enter your Book and Page and digitally flip pages as needed.

Additional Questions? Check out our [Frequently Asked Questions \(FAQ\)](#) more helpful search tips.