

Novus Land Records Portal Instructions

sawycountygov.org

Click on **Residents**, Scroll down to **Land Records Portal**,

Click on



Click either "**Real Estate**" (most common) or "**Personal Property**" (for owners of trailer homes, for example).

You can search by last name, road, site address, Tax ID, or Legacy PIN.

The screenshot shows a search form titled "Public Access Real Estate". It has a "Search" button at the top right. The form includes the following fields:

- Tax ID:
- Alt./Legacy ID:
- PIN: - - - - - - - - -
- Owner Name: First: Last/Org.:
- Site Address: #: Road:

On the right side of the form, there is a label "Current Property Tax ID:".

Click in the field that you want to search. For example, if you are searching for parcels whose owner last name is Smith, type in Last/Org "Smith" and click on **Enter** on your keyboard or click on **Search** button.

Less is MORE! Use the least amount of information to broaden the search.

Try the information you are sure of FIRST. If you get too many records, you can enter more search terms to narrow the results.

To search by "Road", simply put in the **name of the road**. If the road name is Riverside Road, just search Riverside.



Novus offers property information, tax bills, statements and your township officials. Click on the tabs at the top of the screen.

To search for a different property, click on "real estate" and it will clear your screen.