

# SALT LAKE COUNTY RECORDER DATA SERVICES

## II. How to Use Data Services Mainframe Screens

### A. Key Points to Remember

1. To access the Salt Lake County mainframe, open the Recorder's Home Web Page by typing the following URL address: <http://slcorecorder.siredocs.com>.
2. You must login into the system with your user name and password. For security, passwords must be changed every 60 days.

***Note: The system will only allow five incorrect login attempts. You will then be locked out and will need your password reset.***

3. If you need your password reset or if you have other user questions, you may call **(801)468-3013 (option 2)** between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.
4. To clear the screen, you may use any of the following:
  - a. Press the “[**Pause/Break**]” Key on your keyboard
  - b. Press the [**Esc**] Key on your keyboard
  - c. Click the “[**Clear**]” tab located at the bottom of your screen (see #10 below).
5. To view more details regarding a document, place your cursor under the entry number of the document and press the [**ENTER**] Key.
6. On most screens the [**ENTER**] Key = **Page Down** unless the cursor is positioned under the entry number of a document on the screen (more on this later).
7. For most screens the Function Key [**F12**] = **Page Up**.
8. In most cases, pressing Function Key [**F5**] will return back to your previous screen.

***Note: Located at the bottom of each screen are numbered prompts to help you move quickly to additional screens.***

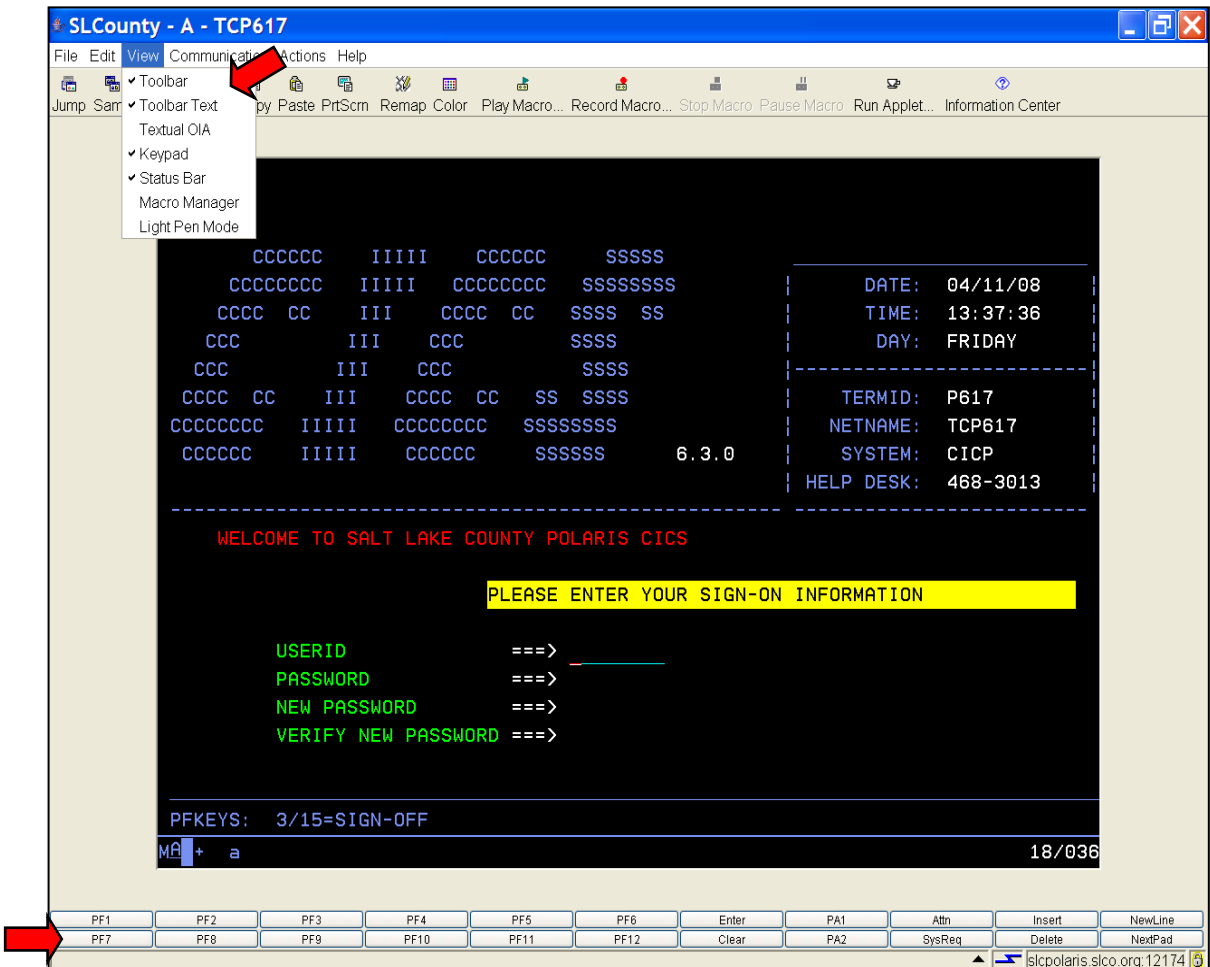
The number of the prompt at the bottom of the screen is equivalent to the number of the Function Key it represents. (Example: **4=VTAU** = press Function Key [**F4**] to go to the “**VTAU**” screen).

10. You can also access a keypad and toolbars by doing the following: From the **View Menu** located on the Menu bar at the top of your screen, make sure the “**Toolbar**”, “**Toolbar Text**”, “**Keypad**” and “**Status Bar**” options are all selected.

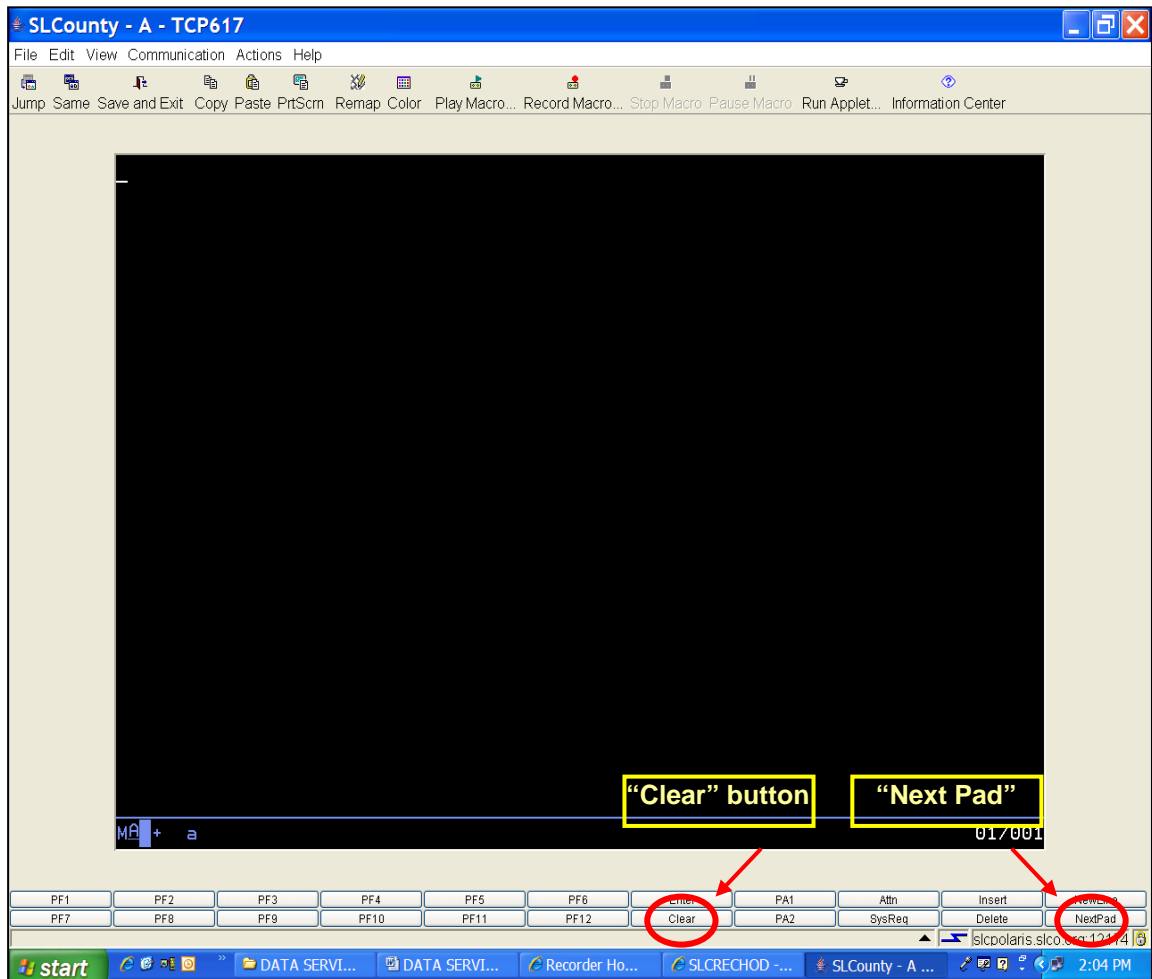
**Note: The mainframe screens contain the most up-to-date information.**

## B. Navigating the Mainframe Screens

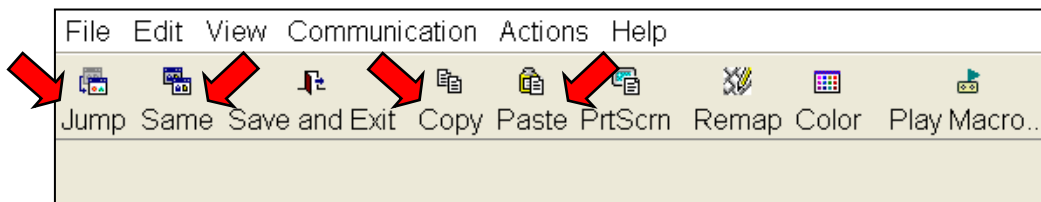
1. Once you have previously connected to the mainframe, you will not need to go through such an extensive process to reconnect. However, you will need to go to the Recorder's Home Page and select "**Mainframe Connection**". You will also need to select your UserID certificate. When connected, you will then see a screen similar to the following screen.



2. To use features of the screen make sure the "**Toolbar**", "**Toolbar Text**", "**Keypad**", and "**Status Bar**" options are selected from the **View Menu**.
3. To begin using the mainframe screens you will need to enter your **USERID**. Then, press [TAB], and enter your **PASSWORD**. Then, press [ENTER].



4. To clear the screen, you can use any one of the following:
  - a. Press the “[**Pause/Break**]” Key on your keyboard.
  - b. Press the “[**Esc**]” Key on your keyboard.
  - c. Click the “**Clear**” tab located at the bottom of your screen.
  
5. To move quickly back and forth between screens, you may wish to open another mainframe screen. To do so, click the “**Same**” icon located on the **Toolbar** below the **Menu** bar at the top of your screen. You can use the “**Jump**” icon to jump from screen to screen. You can now use the **Copy** and **Paste** features to copy and past information back and forth between the screens.



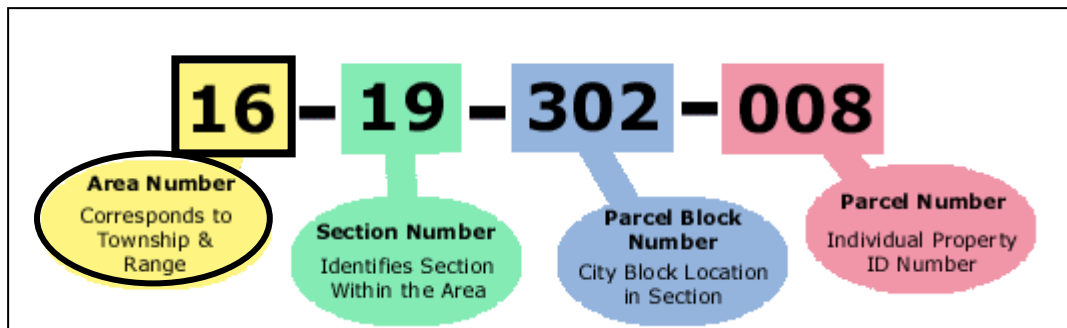
6. When exiting the application, use the Save and Exit.

7. Pressing the “**Next Pad**” button on the keypad at the bottom of your screen will display function keys [F13]-[F24].

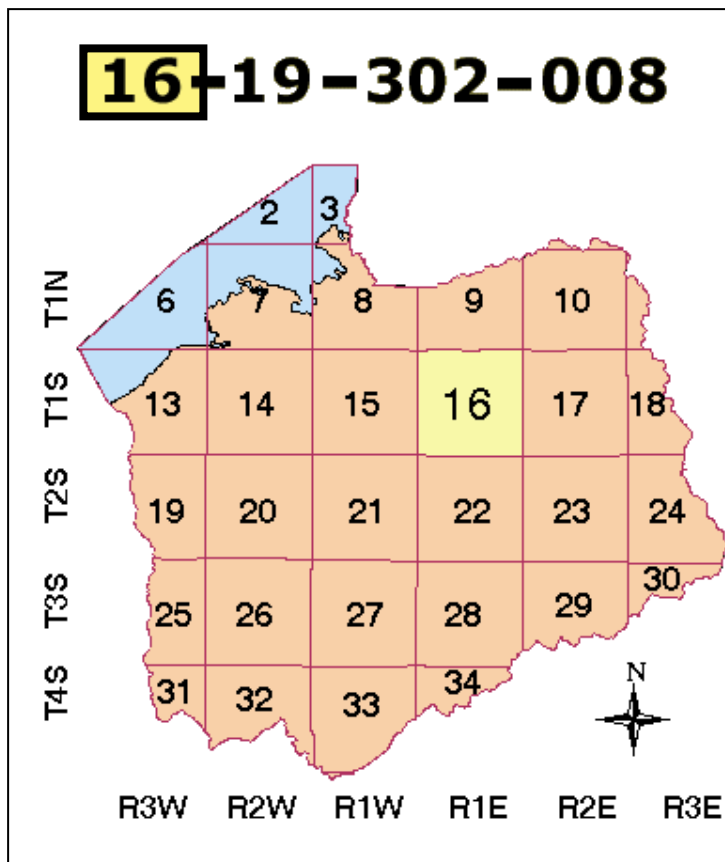
### C. Understanding Indexing and Parcel Numbers

Every time a document is recorded that changes a property boundary, the plat where that property is located is updated and re-scanned into the County Recorder Data Services system. This up-dating is done on a daily basis. Therefore, accurate, up-to-date parcel plats located within Salt Lake County can be accessed through the County Recorder’s on-line system.

To locate properties quickly and easily, you must first understand how to read a simple indexing system. Properties are assigned Parcel numbers which are indexed by fourteen numbers. Each of these indexed numbers is explained as shown in the following examples for a parcel number “**16193020080000**”. **Note: Only the first 10 digits need to be used.**

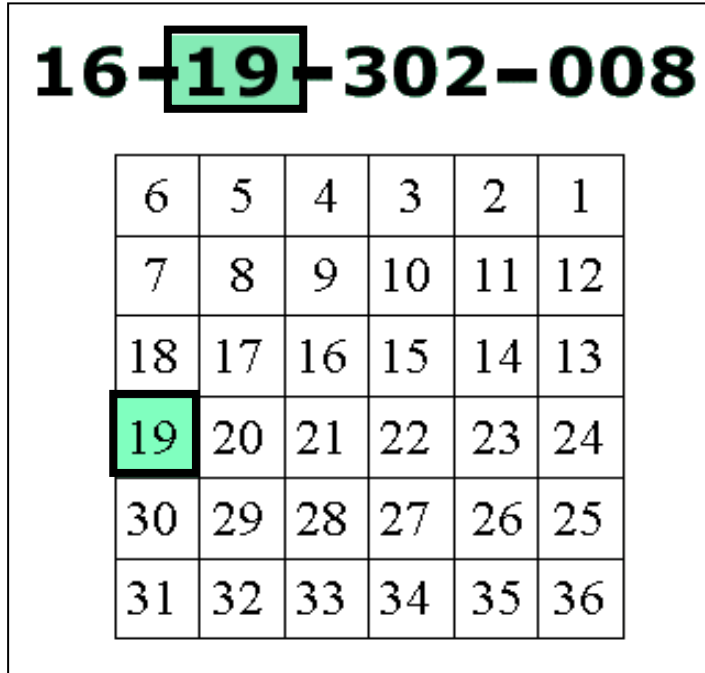


**Area Number** The first two digits (**16**) correspond to a township and range within Salt Lake County, as shown on the Salt Lake County map below.



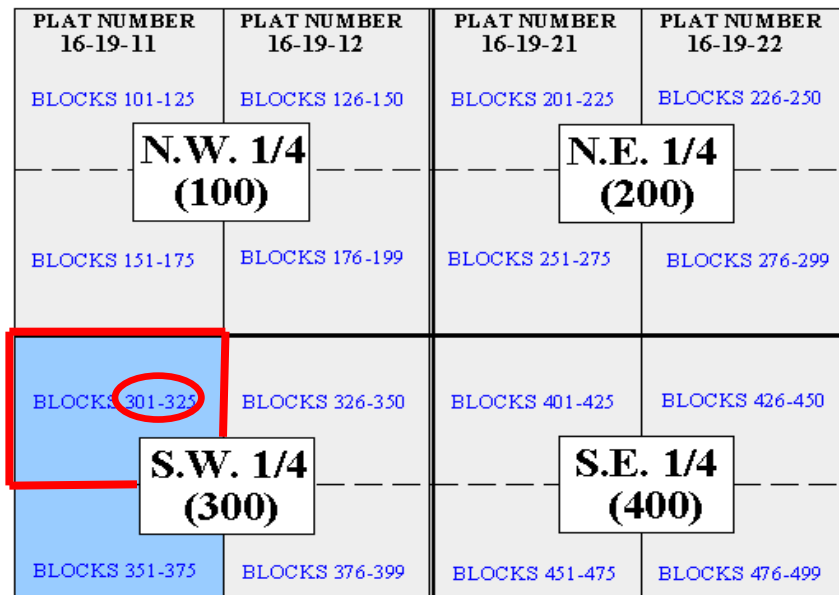
**Section Number**

Each Area is divided into numbered “sections” numbered 1-36. The second two digits (19) refer to the section number of the area or township as shown below. The section number is sometimes referred to as the sub area number within the township. There are 36 sections or 36 square miles within each area or township.



**Block Number**

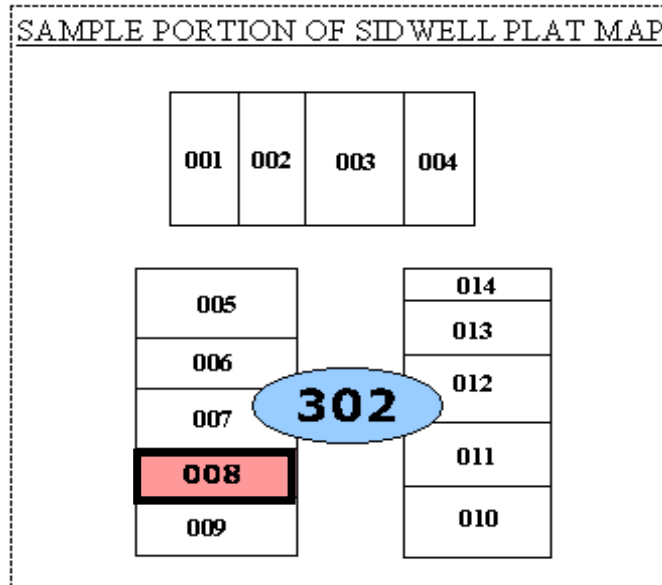
Each section is further divided into “block numbers”. The next three digits identify the block. The block number numerically defines the ¼ (quarter) section, and the particular ¼ (quarter) of the ¼ (quarter) section, in which the parcel lot is actually located.



**Parcel  
Number**

The parcel number identifies the specific subdivision lot as shown below.

**16-19-302-008**



**D. Mainframe Codes (Note: ^ = press [ENTER] Key)**

There are many different codes that are used with the mainframe screens. A list of some of the codes is shown below. Typically, you will enter the code, press the [SPACE] bar, type the particular entry and press [ENTER].

- PIRD**^ - type **RQ** ^ parcel # ^ - shows Redemption Index back 5 years for taxes.
- RXAB** - type name of condo/ subdivision ^ - shows abstract list from 1981 to current.
- RXDT**^ - document type, tab over to date 00/00/0000 ^ - shows document as of date.
- RXEN** - type entry # ^ - displays document information.
- RXMU**^ - shows a menu of some of the mainframe codes (not all).
- RXPH** - type parcel # ^ - displays history of property.
- RXPN** - type parcel # ^ - shows all documents recorded since 1990 to current.
- RXPS** - type last name, first initial ^ - displays entry numbers with names
- RXTX**^ - type in last name, first name - shows Notice of Federal Tax Lien.
- STEI** - type name of street ^ - shows cross street information / house range.
- STEL** - type address ^ - shows exact coordinates of address, tax dist., etc.
- STML**^ - displays Main Menu for Appraisal Data Index.
- VTAS** - type address ^ - shows property ownership.
- VTAS** - type address,25,A ^ - shows ownership for a range of properties (25-100)

- VTAU** - type parcel # ^ - shows current year's tax assessment data.
- VTDI** - type parcel # ^ - shows ownership, address, legal, value, acreage.
- VTOP** - type parcel # ^ - shows information on a parcel that may be an OLD #.
- VTPS** - type last name, first initial ^ - shows current property listed by name.
- VTRU** - type parcel # ^ - shows new Tax Sidwell Number.
- VTTU** - type parcel # ^ - shows last year's tax assessment data.
- VTTX** - type parcel # ^ - shows summary of fees.

**Note: For the purposes of this training manual, only a few of the mostly-used mainframe codes will be explained.**

## E. Searching for Property Information

Searching for property information can be done by using a variety of different options. In most cases a parcel number is used. However, you can search by using any of the following:

- Property Address*
- Parcel Number*
- Entry Number*
- Owner's Last Name, First Name or First Initial of first name*
- Name of Condo or Subdivision*

### 1. Using "VTAS" – Displays Parcel Number and Complete Address

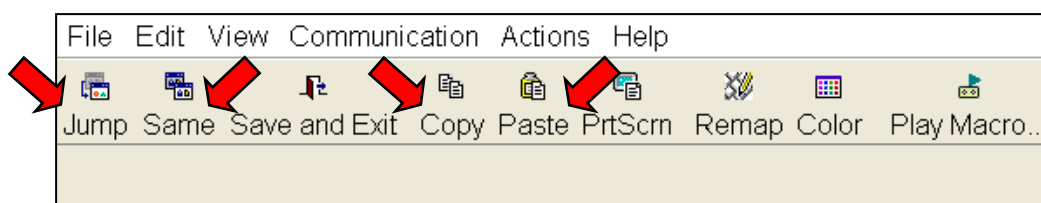
If you know the address of the property, you can look up the Parcel number, and once you obtain the Parcel number, you can then search for additional information.

- a. Clear your screen by pressing **[Esc]**, **Pause/Break**, or the **Clear** tab.
- b. Type **"VTAS"** press **[SPACE]** and then type the address and press **[ENTER]**.

**Note: An address such as 2145 South 438 West would be entered as 2145 s 438 w (upper or lower case is acceptable).**

```
VTAS 2151 E LOGAN AVE
TYPE LOCATION/ADDRESS      PARCEL NUMBER      CITY      ZIP CRT TAX      OWNER
A 2151 E LOGAN AVE         16-15-159-028-0000 SL 84108 C 13  CHEVREAU, NATH
```

- c. Click and drag your mouse around the Parcel number (10 digits is necessary).
- d. Click the **"Same"** icon to open another screen.
- e. Click the **"Copy"** icon from the **Toolbar**, to copy the Parcel number to your second screen.
- f. Use the **"Jump"** icon to go to the next open screen.



```

VTDI 16-15-159-028-0000 DIST 13 TOTAL ACRES 0.20
CHEVREAU, NATHALIE & TAX CLASS UPDATE REAL ESTATE
JOST, DENISE L; JT LEGAL BUILDINGS
PRINT U TOTAL VALUE

2151 E LOGAN AVE
SALT LAKE CITY UT 84108271351 EDIT 1 FACTOR BYPASS
LOC: 2151 E LOGAN AVE EDIT 0 BOOK 8654 PAGE 7098 DATE 09/27/2002
SUB: BLK 015 SACRE PLAT C TYPE PLOT PLAT
04/29/2008 PROPERTY DESCRIPTION FOR TAXATION PURPOSES ONLY
BEG 38.56 FT N & 406 FT E FR SW COR LOT 3 BLK 15 FIVE AC
PLAT C BIG FIELD SUR E 64 FT N 132.83 FT W 64 FT S 132.83 FT
TO BEG 4834-0211 5677-0359 6090-1845 6428-1677 6828-0436 .
7689-1989 7960-1476

```

2. Using “VTDI” - Displays Ownership and Legal Description.

- a. Type “VTDI” press [SPACE] and then click the “Paste” icon and press [ENTER]. You will see similar to the following information:

3. Using “VTTU” – Displays Last Year Tax Assessment

- a. Clear your screen by pressing [Esc], Pause/Break, or the Clear tab.
- b. Type “VTTU” press [SPACE] and then enter or paste the parcel number and press [ENTER].

You will then see a screen containing the following information: owner’s name, owner’s address, type of property, square footage, assessed value, property

```
vtdi 16-15-159-028
```

address, status, Book & Page number, date of the last document recording on this property, the average sale price and average finished square feet of similar properties in the neighborhood.

```

Owner's Information: VTTU 16-15-159-028-0000 *** 2007 ASSESSMENT DATA *** 04/29/2008 COMPLETED _
TAX DISTRICT 13 NEXT YEAR _ TAXPAYER ID 0000 Square footage PAGE 1 OF 3
CHEVREAU, NATHALIE & NAME SUPPRESS _ ***** SUMMARY *****
JOST, DENISE L; JT ADDR SUPPRESS _ * HOME SF FINISH _ 1,071 *
BOOK 8654 * LAND 130,100 *
2151 E LOGAN AVE EDIT 1 PAGE 7098 * BLDG 206,800 *
SALT LAKE CITY UT 84108271351 * TOTAL 336,900 *
* BAL DUE 00 *
Value
NAME MODIFY 09/27/2002 BY RCD OFC RCRD RSN C *
ADDR MODIFY 06/16/1997 BY UNKNOWN OFC ADDR RSN C *****
LOCATION 2151 E LOGAN AVE
Property Address: LOCATION EDIT _ CERTIFY C TYPE _ Status TRUTH NOTICE 07/13/2007
LOCATION MODIFY 00/00/0000 BY 0 R _ TAX NOTICE 10/12/2007
STATUS _ AMEND NOTICE 00/00/0000
PRINT P TAX SALE BOFE APPEAL 08/30/2005
MULTI NAME _ PAID UNDER PROTEST _ BOFE ACTION E
NEIGHBORHOOD SPEC IMP CERTIFY _ ATTACH PERS PROP _
NEIGHBORHOOD CODE 102 WEED AND DEMO _ ATTACH GARBAGE _
AVERAGE HOME SF FINISH 1,321 APPENDIX _ ADDRESS
LOW SALE PRICE 233,700 BANKRUPT _ LEGAL DESC
HIGH SALE PRICE 466,000
Average Vaules: AVERAGE SALE PRICE 357,467
LAST GENERAL CHANGE 07/13/2007
BY VASTB211 OFC D.P. REASON U

```

4. Using "VTAU" - Displays Current Year Tax Assessments:

- a. Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- b. Type "**VTAU**" press [SPACE] and then enter or paste the parcel number and press [ENTER]. You can then [F1] and [F3] for more information. (No example shown).

5. Using "VTTX" - Displays Tax Delinquencies:

- a. Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- b. Type "**VTTX**" press [SPACE] and then enter or paste the parcel number and press [ENTER].

```

VTTX 16-19-377-017- _

```

You will see the years due, the charges, and the total balance currently due.

```

VTTX 16-19-377-017-0000 000 *** BALANCE DUE *** 04/14/2008
AS OF DATE 04/14/2008
DURRANT, RICHARD W & BANKRUPTCY N DEFERRED N
PRIVILEGE TAX N RELATED PARCELS N
TAX SALE CERTIFIED N TAX RELIEF N
FIRST DELQ YEAR 2005 BOARD LETTER N
TYPE CAT YEAR TOTAL CHARGES TOTAL CREDITS LATE PEN BALANCE DUE
DELQ 202 05-07 506.43 .00 .00 506.43
DELQ 232 05-07 7,123.91 .00 .00 7,123.91

```

You may also change the parcel number, the date, or both for modified data. Simply position the cursor under the item to be changed and type new data.

**Note: Any item on this screen displayed in highlighted print can be modified.**

- c. For example to change the year from 2008 to 2006, position the cursor under the **8** as shown in the illustration above and type **6**. Press [ENTER]. You will then see the tax information as of the date *04/14/2006* as shown on next page:

VTTX 16-19-377-017-0000 000      \*\*\* BALANCE DUE \*\*\*      04/14/2008  
AS OF DATE 04/14/2006

DURRANT, RICHARD W &      BANKRUPTCY      N      DEFERRED      N  
PRIVILEGE TAX      N      RELATED PARCELS      N  
TAX SALE CERTIFIED      N      TAX RELIEF      N  
FIRST DELQ YEAR 2005      BOARD LETTER      N

TYPE	CAT	YEAR	TOTAL CHARGES	TOTAL CREDITS	LATE PEN	BALANCE DUE
DELQ	202	05-07	422.20	.00	.00	422.20
DELQ	232	05-07	6,018.71	.00	.00	6,018.71

=====

6,440.91

#### D. Document Types

1. Using "RXDT" to Look up "Document Types" as of a particular date.
  - a. Notice of Default = "NT DF"

- 1) Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- 2) Type “RXDT” press [ENTER] and then type “NT DF” and press [TAB].
- 3) Enter the date for your search in the format as shown below (00/00/0000) and press [ENTER].

RXDT TYPE: <u>NT DF</u>	DATE (MM/DD/YYYY): <u>04/18/2008</u>	+01	PAGE	1
PARTIES	ENTRY #	BOOK	PAGE	CONSID
DESERT POINT BLDRS	0010404035	9596	03138	
TO WHOM IT MAY CONCERN	NT DF	04/18/2008	WALKER EST 5	
MICHEL, JOYCE D	0010404051	9596	03208	
TO WHOM IT MAY CONCERN	NT DF	04/18/2008	WYNGATE PH 7 PUD	L 100
BUSCH, JEFF	0010404052	9596	03210	
TO WHOM IT MAY CONCERN	NT DF	04/18/2008	CASTLEWOOD EST PH 2	L 209
BRIGGS, NICOLE M	0010404142	9596	03809	
TO WHOM IT MAY CONCERN	NT DF	04/18/2008	MONARCH MDWS PH 7	L 703
FIRKINS, ERIC BERT	0010404145	9596	03813	
TO WHOM IT MAY CONCERN	NT DF	04/18/2008	BEST VIEW 7	L 25

END OF SEARCH PF9=MENU PF12=BACKWARD  
LAST MATCH ON PREVIOUS SCREEN

b. **Notice of Lien** = “NT LN”

- 1) Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- 2) Type “RXDT” press [ENTER] and then type “NT LN” and press [TAB].
- 3) Enter the date for your search in the format as shown and press [ENTER].

c. **Notice of Federal Tax Lien** = “N TAXL”

- 1) Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- 2) Type “RXDT” press [ENTER] and then type “N TAXL” and press [TAB].
- 3) Enter the date for your search in the format as shown and press [ENTER].

d. **Notice of Trustee’s Sale** = “N SALE” (foreclosed properties to auction).

- 1) Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- 2) Type “RXDT” press [ENTER] and then type “N SALE” and press [TAB].
- 3) Enter the date for your search in the format as shown and press [ENTER].

e. **Cancellation Notice of Default** = “C NTDF”

- 1) Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
- 2) Type “RXDT” press [ENTER] and then type “C NTDF” and press [TAB].

3) Enter the date for your search in the format as shown above (00/00/0000) and press [ENTER].

2. Using "RXPN" to look up Abstract information since 1990 (if any).

If you know the parcel number you can look up any document that has been recorded against a particular property since 1990 by using "RXPN".

a. Clear your screen by pressing [Esc], Pause/Break, or the Clear tab.

b. Type "RXPN" press [SPACE], enter or paste a parcel number, press [ENTER].

You will see a screen similar to the screen displayed on the next page:

```
RXPN PARCEL# 16-16-258-006-0000 1776 E 1700 S      84108 SALT LAKE CITY
OWNER: MOONEY, GREG B & SUSAN; JT              LOC ADDR: 1776 E 1700 S
GEOG NAME: SEC 16 TWSHP 1S RNG 1E BLK 8        VTRU/NH      0
DESCRIPTION: COM 125.7 FT W FR NE COR LOT 8, BLK 8, SEC 16, T 1S, R 1E, S
           L M; W 51 FT; S 171.5 FT; E 51 FT; N 171.5 FT TO BEG. 0.2 AC
           4159-0320 5638-2303,2307 8899-3298 9081-0081 9299-4615
           9299-4617 9302-6476

           Document Types  Entry Numbers
PARTIES      ENTRY  REC DATE  BOOK  PAGE  CONS  BLOCK  LOT
BENNETT, DAN JT      9993033 02/02/2007 9417  6397
MOONEY, GREG B JT    WD      SEC 16 TWSHP 1S RNG 1E BLK      8
MOONEY, GREG B JT    9993034 02/02/2007 9417  6399 210,120.00
FIRST HORIZON HOME LN CORP  TRD      SEC 16 TWSHP 1S RNG 1E BLK      8
MOONEY, GREG B JT    9993035 02/02/2007 9417  6420 52,530.00
FIRST HORIZON HOME LN CORP  TRD      SEC 16 TWSHP 1S RNG 1E BLK      8
MOONEY, GREG B      10403427 04/17/2008 9596  741
TO WHOM IT MAY CONCERN  NT DF  SEC 16 TWSHP 1S RNG 1E BLK      82
PF: 4=RXPH 5=RXLP 6=VTOP 9=MENU 11=VTRU OR VTDI 12=BWD POS CURSOR ENTER=RXEN
```

- c. Press the [ENTER] Key for **Page Down**
  - d. Press [F12] for **Page Up**
3. Using “RXPS” to look up all recordings posted to a particular person.
- a. Clear your screen by pressing [Esc], **Pause/Break**, or the **Clear** tab.
  
  - b. Type “RXPS” press [SPACE] and then enter the last name, followed by a comma, press [SPACE], enter first name and press [SPACE], enter the middle initial (if available) as shown above and press [ENTER]. You will see a screen similar to the screen displayed on the next page.

```

RXPS                               Recorder Inquiry Screen                               Entries 1 - 7 of 7
Results For: MOONEY, GREG B
MOONEY, GREG B                       9086   01333                               HAS BEEN ABSTRACTD
2ND 0009279850 01/21/2005 RECON 01/06/2005 BLK 015 5ACRE PLAT A

MOONEY, GREG B                       9596   00741                               HAS BEEN ABSTRACTD
MGO 0010403427 04/17/2008 NT DF 04/17/2008 SEC 16 TWNSHP 1S RNG 1E BLK 8

MOONEY, GREG B                       9602   01096                               HAS BEEN ABSTRACTD
MGO 0010416407 05/01/2008 NT DF 05/01/2008 SEC 16 TWNSHP 1S RNG 1E BLK 8

MOONEY, GREG B JT                    9023   09410                               HAS BEEN ABSTRACTD
MGO 0009142138 08/09/2004 TRD 08/05/2004 BLK 015 5ACRE PLAT A

MOONEY, GREG B JT                    9417   06397                               HAS BEEN ABSTRACTD
GTE 0009993033 02/02/2007 WD 02/01/2007 SEC 16 TWNSHP 1S RNG 1E BLK 8

MOONEY, GREG B JT                    9417   06399                               HAS BEEN ABSTRACTD
MGO 0009993034 02/02/2007 TRD 02/01/2007 SEC 16 TWNSHP 1S RNG 1E BLK 8

```

- c. Press the [ENTER] Key for **Page Down**
- d. Press [F12] for **Page Up**
- e. If you position your cursor under any entry on a particular line of information and press [ENTER], you will be able to see additional information regarding that entry. For example, if you want to see information on the Notice of Default recorded on 04/17/2008, you would position your cursor anywhere below any entries as shown by the line above, and press [ENTER].

```

RXEN  ENTRY # 0110403427  KIND OF INSTR NT DF  BOOK 9596  PAGE 00741
REC DATE 04172008 TIME 1141  FEE  10.00  REQ LUNDBERG & ASSOCIATES
CONSID  INSTR DATE 04172008  NUMBER OF RECORDED PAGES 0001
NAMES MOONEY, GREG B  MGO  TO WHOM IT MAY CONCERN  MGE
      MOONEY, SUSAN  MGO  ETITLE INS AGCY  MGO
OTHER PARTYS? N  RXEN FINISHED? Y  DOCUMENT FINISHED? Y
                                                    DATE FINISHED: 04/18/2008
16-16-258-006-0000 SEC 16 TWNSHP 1S RNG 1E BLK 8  * SECT 00005
                                                    L 8 00010
                                                    00015
Parcel # 9993034

```

If you wish, you can now copy the Entry number (only the last 8 digits) to the Recorder's Home Page and use the features of the Recorder's Home Page.

Instructions for how to use the Recorder's Home Page are covered in Part III of the training manuals.

