Property Watch User Guide

Property Taxation and Records Department

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Property Watch User Guide

Property Information Online

Property Information Online is an easy-to-navigate online mapping website. It allows users to search addresses in Dakota County. This site returns an aerial view of the surrounding area and the details of the property. The Online system is the most efficient way to learn a property's legal description to sign up for Dakota County's Property Watch system.
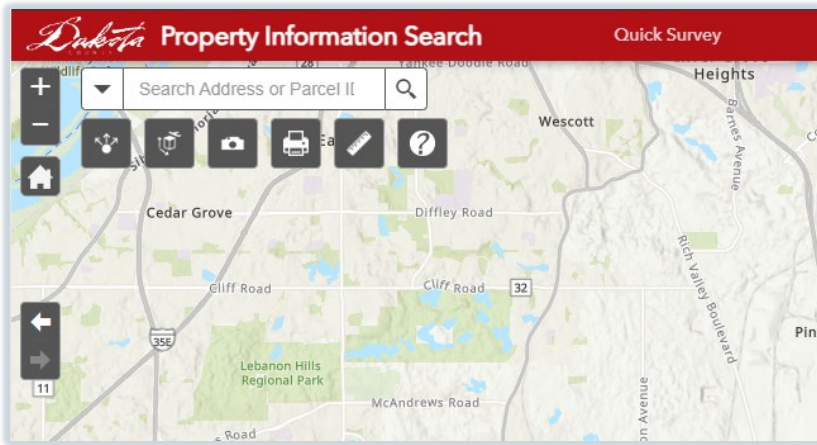
Property Information Online

Click here to access Property Info Online or enter this address into a website browser: https://gis.co.dakota.mn.us/Webappbuilder/PropertyInformationPublic/index.html.

Property Information Search allows users to search by address or Parcel ID (PID). PID's may be entered with or without the dashes.

When entering an address, it is advised to only enter the building number, and select the desired address from the drop-down address suggestion list as shown below.

Clicking the result from the suggested addresses in the drop-down menu will highlight the parcel in the center of the map. It will display the Property Information in a new column on the right.

Property Information

Parcel data is current as of: 3/7/2024

Property Information

Owner	COUNTY OF DAKOTA
Joint Owner	
Owner Address	% FACILITIES MANAGEMENT 14955 GALAXIE AVE APPLE VALLEY MN 55124
Common Name	WESTERN SERVICE CENTER
Municipality	APPLE VALLEY
Primary Use	EXEMPT
Acres	15.52
Square Feet	675,956
Date of Sale (Improved)	
Sale Value (Improved)	0
Date of Sale (Vacant)	
Sale Value (Vacant)	
Plat Name	WESTERN SERVICE CENTER
Tax Description	
Lot and Block	1 1
PLS Location	SE1/4 SW1/4 SECTION 27-115-20
School District	196
Watershed District	VERMILLION RIVER

The Property Information section provides the user with a shortened legal description for the highlighted property. Legal descriptions are either Platted, Unplatted, or Condominiums (Condos).

Legal Description Type	Example
Platted: Platted legal descriptions will consist of a Plat Name, Lot # and Block #	**Plat Name:** WESTERN SERVICE CENTER **Lot and Block:** 1 1
Unplatted: Unplatted legal descriptions will consist of Section [ex. 27], Township [ex. 115], Range [ex. 20], and the directional Quarter Quarter (QQ) sections [Ex. SE SW]	**Tax Description:** SE1/4 SW1/4 **Section:** 27-115-20
Condo: Condo legal descriptions will consist of a CIC number and Condo name, Unit number (and sometimes a building number)	**Plat Name:** PRAIRIE RIDGE **Tax Description:** CIC #511 PRAIRIE RIDGE UNIT #807 & INTEREST ATTRIBUTABLE TO COMMON AREA

Property Watch

Property Watch notifies the user when a document is recorded that matches their name or property. The Dakota County Recorder provides a free online subscription to this service. To subscribe, enter a name or property legal description and an email. Property Watch will automatically search these parameters on a daily basis and alert the user if a new result is found with those criteria.

**See "Important Information" section on page 10 for more details.
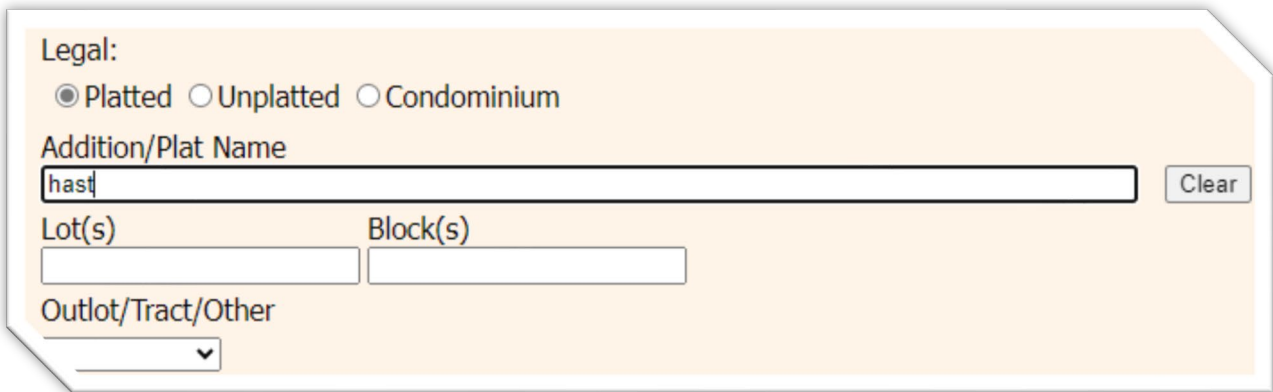
To begin, go to Property Watch or enter this address into a website browser: https://lmrs.co.dakota.mn.us/pw/. Enter the first and/or last name that will be monitored. If monitoring a property under a business entity or trust, click the Entity radio button. Enter the name of the entity.

Using the information obtained from the Property Information search, enter the legal description for the property as shown below.
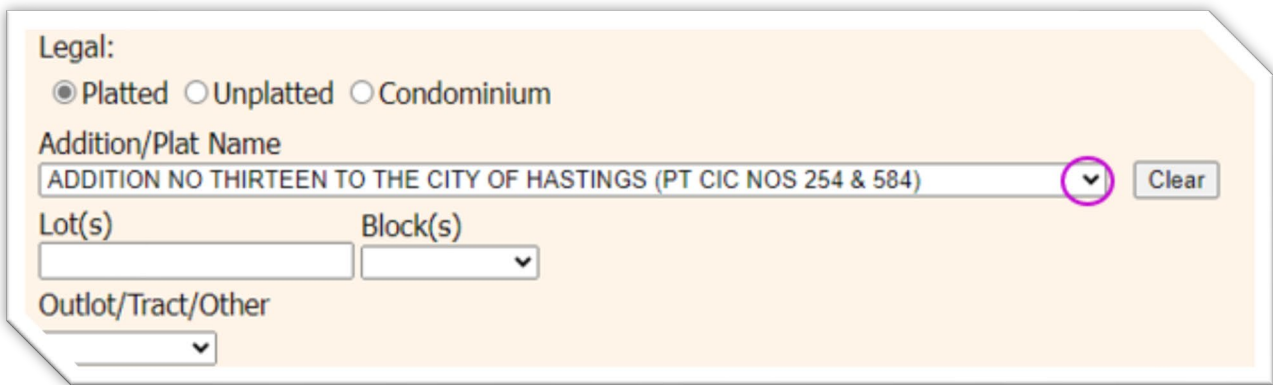
Entering Platted Legal Description

The Legal section will default to *Platted.* Type in the first few letters of the plat name and press "Tab" on the keyboard.

This will auto-populate the first alphabetical plat that contains the entered criteria. Select the desired Plat Name from the drop-down list.

After selecting the Plat Name, select the Block number from the drop-down list, and key in the Lot number. Proceed to the Contact Information section.

Searching by Unplatted Legal Description

Click the *Unplatted* radio button. The search box will update with new fields. Enter the Section-Township-Range (## - ### - ##) and directional Quarter/Quarter (¼ ¼ or QQ) sections. The QQ should be two abbreviated directions as seen below (this reads as the Northeast of the Southeast). The space between is not required.

Note: Each unplatted legal description correlates to a larger area. Monitoring unplatted property using only the legal description is not recommended. It may send alerts for multiple properties rather than a specific parcel. It is advised to monitor unplatted property using both owner name and legal description.

Searching by Condominium Legal Description

Click the *Condominium* radio button. Like platted legals, enter the first few letters of the condominium name or CIC number and press the Tab key on the keyboard.

Select the desired Condominium Name from the list of suggested names in the drop-down menu.

Select the Building(s) name from the drop-down list. In some cases, the Building name will be the building address. The Building(s) field will auto-populate if there is only one option for that Condominium. Enter the unit number in the Unit(s) field.

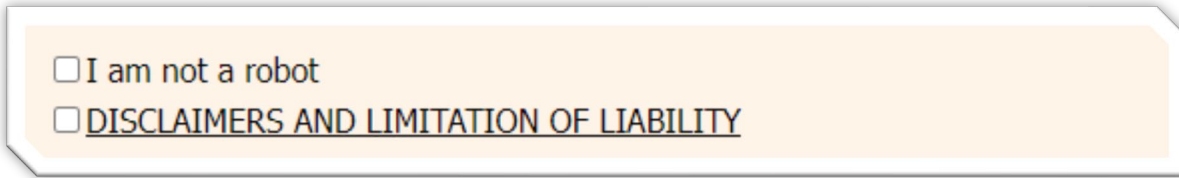## Registering an Email Address

After name and/or legal description have been entered, input the email address for the notifications.

Click to check the "*I am not a robot*" and the disclaimer boxes. Click Save.

If a document matching the provided criteria has been recorded, a notification will be sent. It will have the party name, recorded date, document number, and type of document recorded.

Important Information

Users can choose if they would like to monitor a name, legal description, or both. Keep in mind, Property Watch will only monitor for the details provided. The fewer details, the broader the search. As such, users that provide minimal information may receive several notifications that relate to the criteria provided. These notifications may not necessarily pertain to their property, but to other properties that match that criterion.

For example, if a user entered the name "Smith," and did not enter their property description, they would receive Property Watch notifications for every new document submitted for recording that includes the word "Smith" as a grantor or grantee across Dakota County.

Alternatively, users can enter their full name and legal description to only receive alerts that match all these criteria exactly. For example, if a user entered the name "Reginald Smith" and "Lot 1, Block 6, Pleasant Hill Addition," the only alerts that would be generated would be for documents with both that exact name and exact property legal description. This may help to prevent some irrelevant notifications. However, users could also miss some important alerts if some of the details do not match exactly.

Frequently Asked Questions

Can I enter more than one name at a time?

No. You must make separate subscription entries for each individual name (personal or business). For a married couple or for those persons who share the same last name, you must make individual subscription entries for each person.

My first name is often spelled many ways; how should I enter it?

It is highly recommended that you enter only the first letter of your first name in the First Name field. For example, with a name such as Steve, Stephen, or Steven, you may wish to enter the letter "S" in the first name field. Or you may wish to enter the first few letters of your first name to limit the number of first name matches. For example, if the letters "St" are entered, a name match may result for the names Steven, Stan, Stacy, Sterling, etc.

My last name, business name, or trust name is spelled differently on occasion; how should I enter it?

To illustrate, let's use the last name "Van Buren" as our example. This name may at times be spelled with a space in it ("Van Buren") and at other times with no space ("VanBuren"). For cases like this, it is highly recommended that you make two separate subscription entries with both name variations. For Property Watch to work as intended, and for notification alerts to be sent, the last name spelling, or business name spelling of the subscription name must match exactly.

My last name is very common; will I receive notification alerts that could possibly belong to someone else?

It is very possible to receive an alert that may actually pertain to another individual with the same last name (and first name) as you. Again, make sure you enter the last name spelling exactly.

My name is John Smith Junior (Jr.), how would I enter that into the subscription form?

Do not enter the suffix of your name (Jr., Sr., etc.) while entering your name into the subscription form. Only enter your first name information into the First Name field and your last name information into the Last Name field. The same advice applies with middle names; DO NOT enter a middle name (or middle initial) into the First or Last Name fields.

I own a business; how should I enter my business name?

Business names should be entered exactly as the business name is spelled; "ACME Printing Company", "Smith & Smith", "XYZ Business Corporation". There may be times, however, that these names may be indexed differently. For example, "XYZ Business Corporation" could possibly be indexed as "XYZ Business Corp". In this situation the name match would occur only if you entered "XYZ Business Corp". Therefore, if your business name could contain variations similar to this, we highly recommend that you make an additional subscription entry with that variation.

My property is part of a Trust, how should I enter my trust name?

Trust names should be entered exactly as the trust name is spelled; "JOHN SMITH REVOCABLE TRUST", "JOHN H SMITH REVOCABLE TRUST", "JOHN SMITH LIVING TRUST". There may be times, however, these names may be indexed differently. For example, "JOHN H SMITH TRUST UNDER AGREEMENT DATED 01/04/2020" could possibly be indexed as "JOHN H SMITH TRUST". In this situation the name match would occur only if you entered "JOHN H SMITH TRUST". Therefore, if your trust name could contain variations similar to this, we highly recommend that you make an additional subscription entry with that variation.

What if my name or my email address changes? How do I update my subscription with this new information?

You may subscribe again using your new name or email address.