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# Property Watch User Guide

Property Taxation and Records Department

March 2024

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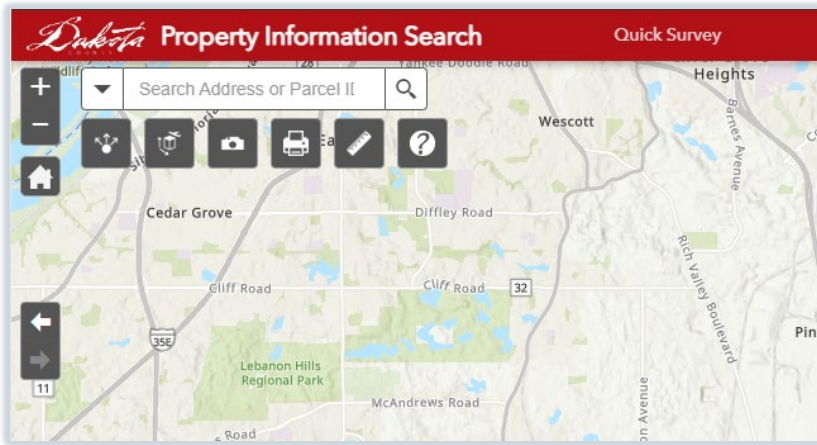
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# Property Watch User Guide

## 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.



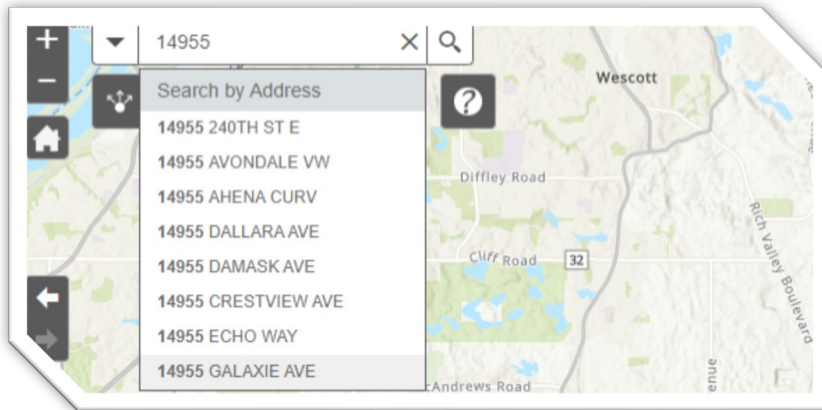
## Property Information Online

Click here to access [Property Info Online](https://gis.co.dakota.mn.us/Webappbuilder/PropertyInformationPublic/index.html) 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
<b>Platted:</b> Platted legal descriptions will consist of a Plat Name, Lot # and Block #	<b>Plat Name:</b> WESTERN SERVICE CENTER <b>Lot and Block:</b> 1 1
<b>Unplatted:</b> Unplatted legal descriptions will consist of Section [ex. 27], Township [ex. 115], Range [ex. 20], and the directional <u>Q</u> uarter <u>Q</u> uarter (QQ) sections [Ex. SE SW]	<b>Tax Description:</b> SE1/4 SW1/4 <b>Section:</b> 27-115-20
<b>Condo:</b> Condo legal descriptions will consist of a CIC number and Condo name, Unit number (and sometimes a building number)	<b>Plat Name:</b> PRAIRIE RIDGE <b>Tax Description:</b> 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.

### Dakota County Property Watch

Person/Entity:

☒ Person
 ☐ Entity

First Name:

Retype First Name:

Middle Name:  <-- Leave blank for any middle name

Retype Middle Name:

Last Name:

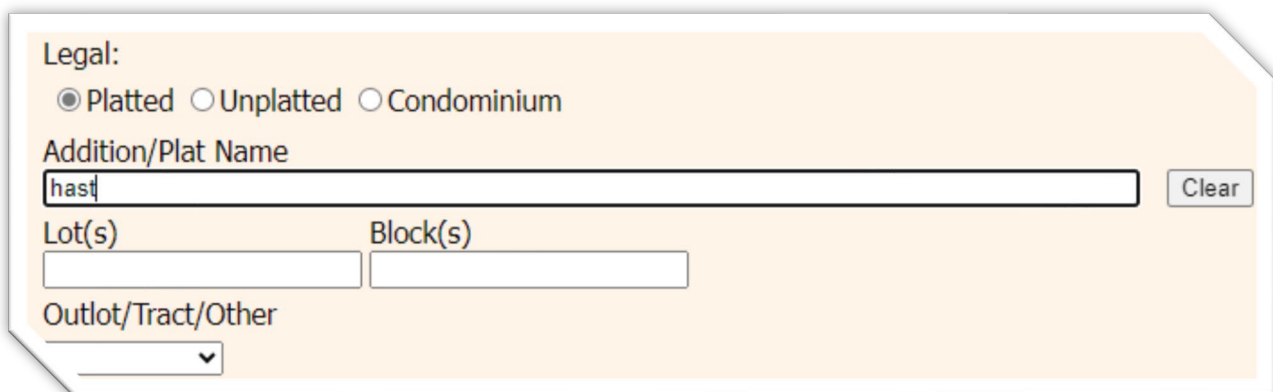
Retype Last Name:

To begin, go to [Property Watch](https://lmrs.co.dakota.mn.us/pw/) 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.



Legal:

☒ Platted ☐ Unplatted ☐ Condominium

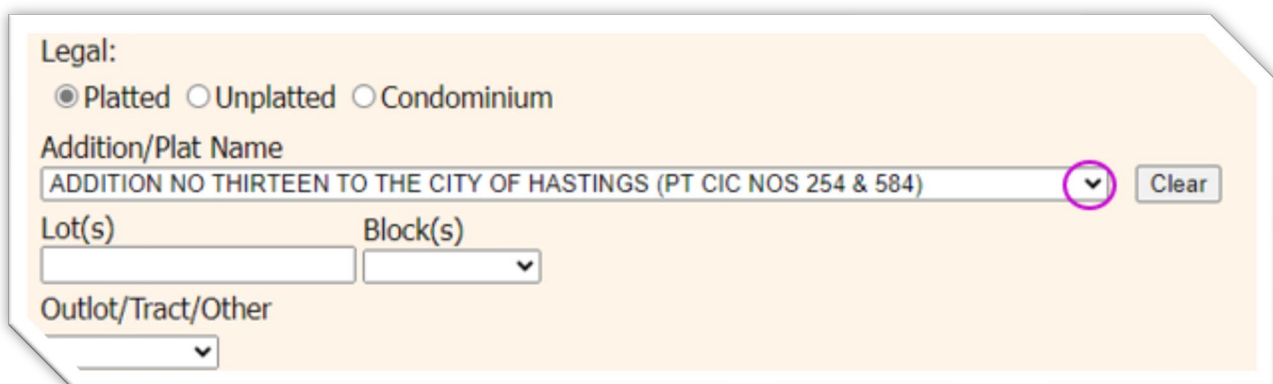
Addition/Plat Name

hast Clear

Lot(s) Block(s)

Outlot/Tract/Other

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



Legal:

☒ Platted ☐ Unplatted ☐ Condominium

Addition/Plat Name

ADDITION NO THIRTEEN TO THE CITY OF HASTINGS (PT CIC NOS 254 & 584) Clear

Lot(s) Block(s)

Outlot/Tract/Other

Legal:  
☒ Platted ☐ Unplatted ☐ Condominium

Addition/Plat Name

ADDITION NO THIRTEEN TO THE CITY OF HASTINGS (PT CIC NOS 254 & 584) Clear

ADDITION NO THIRTEEN TO THE CITY OF HASTINGS (PT CIC NOS 254 & 584)  
 BELDEN AND YOUNGS ADDITION TO HASTINGS  
 CLAFINS ADDITION TO HASTINGS  
 DAYTON AND CAHOONES ADDITION TO HASTINGS  
 HANCOCK & RUSSELLS SUBDIVISION OF THAT PART OF H G BAILLYS ADDITION TO HASTINGS  
 HANCOCK THOMAS & COS ADDITION TO THE TOWN OF HASTINGS  
 HASTINGS CEMETERY  
 HASTINGS FAMILY HOUSING  
 HASTINGS HIGH SCHOOL  
 HASTINGS HOUSING COALITION  
**HASTINGS INDUSTRIAL PARK NO 1**  
 HASTINGS INDUSTRIAL PARK NO 2  
 HASTINGS INDUSTRIAL PARK NO 3  
 HASTINGS INDUSTRIAL PARK NO 4 (PT CIC NO 388)  
 HASTINGS INDUSTRIAL PARK NO 5  
 HASTINGS INDUSTRIAL PARK NO 6  
 HASTINGS INDUSTRIAL PARK NO 7  
 HASTINGS LIBRARY ADDITION  
 HASTINGS MARKETPLACE  
 HASTINGS MARKETPLACE FAMILY HOUSING ADDITION

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.

Legal:  
☒ Platted ☐ Unplatted ☐ Condominium

Addition/Plat Name

HASTINGS INDUSTRIAL PARK NO 1 Clear

Lot(s) Block(s)

Outlot/Tract/Other

1  
2  
3

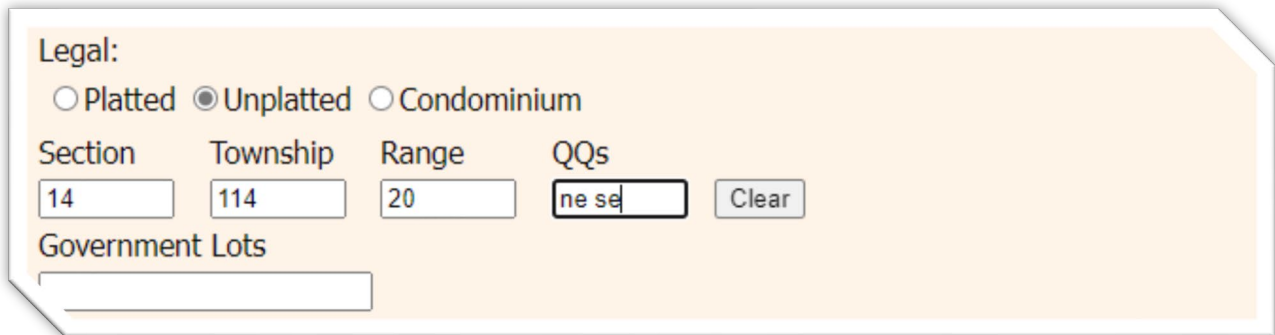
Email Address to send alert to:

Alternate Email Address:



## 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.



Legal:  
☐ Platted ☒ Unplatted ☐ Condominium

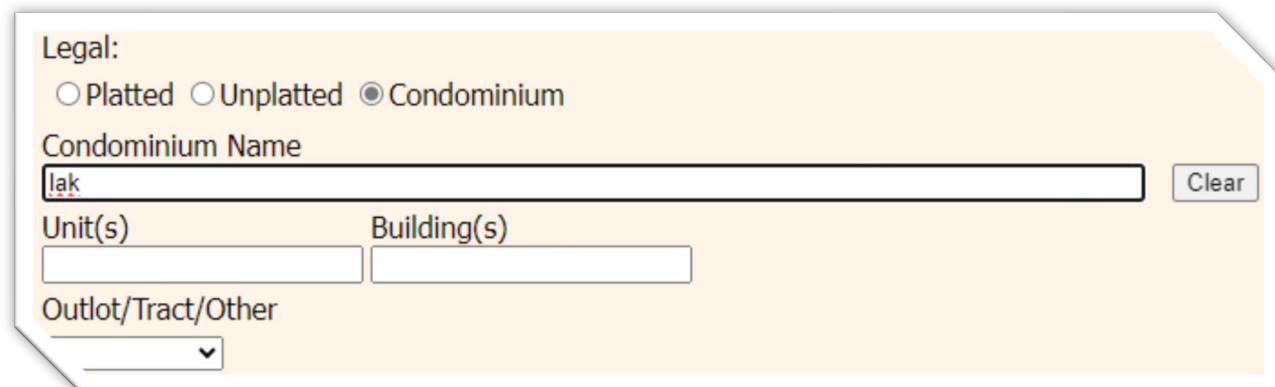
Section Township Range QQs  
14 114 20 ne se Clear

Government Lots

**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.



Legal:  
☐ Platted ☐ Unplatted ☒ Condominium

Condominium Name  
lak Clear

Unit(s) Building(s)

Outlot/Tract/Other



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

Legal:  
☐ Platted ☐ Unplatted ☒ Condominium

Condominium Name  
CIC NO 100 SIMLEY LAKE CONDOMINIUMS ▼

- CIC NO 100 SIMLEY LAKE CONDOMINIUMS
- CIC NO 125 CLIFF LAKE COURTHOMES (CONDO)
- CIC NO 329 CORNERSTONE LAKE CONDOMINIUMS (CONDO)
- CIC NO 330 LAKE PLACE (CONDO)
- CIC NO 349 WACHTER LAKE CONDOMINIUM (CONDO)
- CIC NO 372 PRAIRIE LAKE LODGES (CONDO)
- CIC NO 402 CORNERSTONE LAKE 4TH ADDITION CONDOMINIUMS
- CIC NO 484 LEGACY HOMES AT COBBLESTONE LAKE NORTH SHORE
- CIC NO 558 EARLEY LAKE OFFICE PARK
- CIC NO 588 LAKE MARION COMMERCE CONDOMINIUMS
- CIC NO 650 VIKING LAKES CONDOMINIUM
- LAKE BRIDGE CONDOMINIUM NO 1
- LAKE BRIDGE CONDOMINIUM NO 2
- LAKE PLACE CONDOMINIUMS (NOW ALL CIC NO 100)

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.

Legal:  
☐ Platted ☐ Unplatted ☒ Condominium

Condominium Name  
CIC NO 330 LAKE PLACE (CONDO) ▼

Unit(s) Building(s)  
101 NONE ▼

Outlot/Tract/Other  
▼

## Registering an Email Address

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

Email Address to send alerts to:

Retype Email Address:

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

- ☐ I am not a robot
- ☐ DISCLAIMERS AND LIMITATION OF LIABILITY

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.