

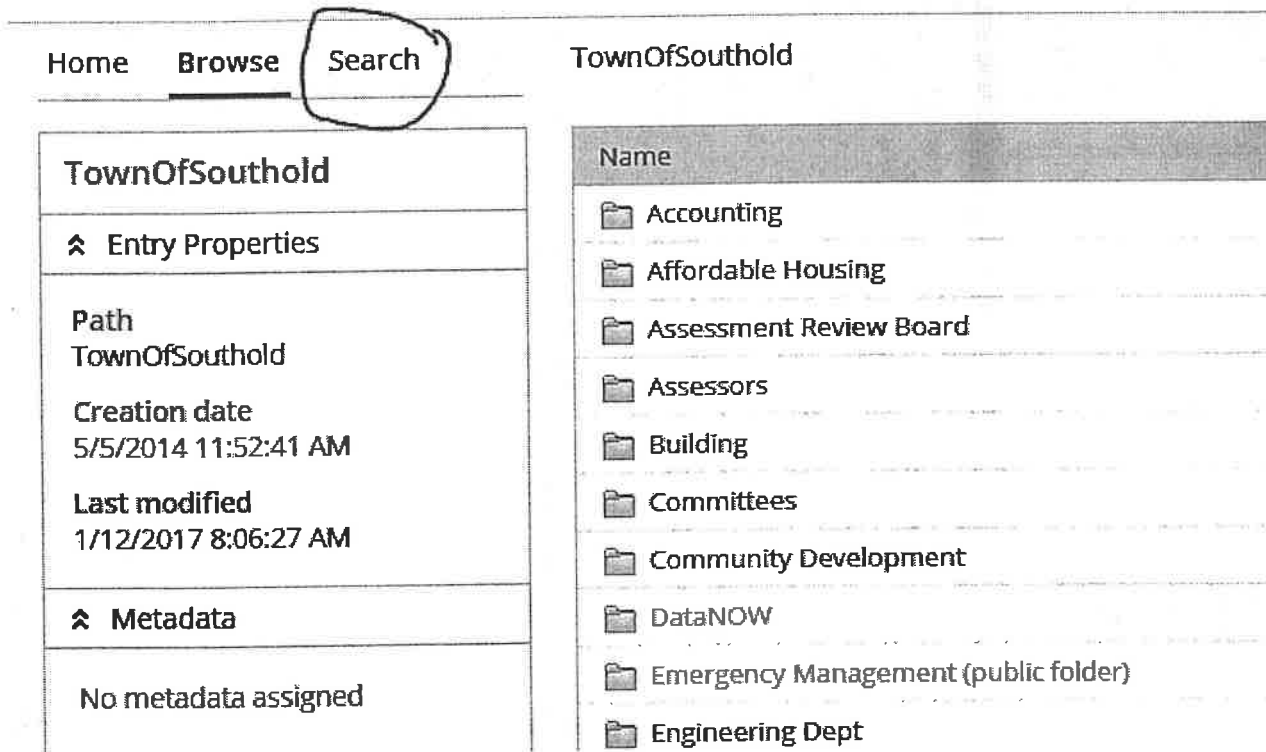
Instructions to view and print deeds on laserfiche

Southold Town Website – [www.southoldtownny.gov](http://www.southoldtownny.gov)

Click on the button (Town Records)



Click on **Search**



Click on the **Customize Search** drop down and choose 'template'



Click on the **Template** drop down and choose **“deeds”**

Home Browse **Search**

The screenshot shows a search interface with a dropdown menu open. The dropdown menu is titled "Template" and has a close button (X) in the top right corner. The menu items are: "Template", "Deeds", "Deeds-Seller", "Deeds-Buyer", "Tax Map Number", "Year", "Liber", "Page", and "School\_District". The "Deeds" option is highlighted with a hand-drawn circle. Below the dropdown menu are several input fields corresponding to the menu items: "Deeds-Seller", "Deeds-Buyer", "Tax Map Number", "Year", "Liber", "Page", and "School\_District". At the bottom of the form are two buttons: "Search" and "Reset".

You may search by any of the fields listed above. Tax map number example: 1000-13.-1-1

It will bring up all the deeds listed under that tax map number. However not all the deeds have the tax map number in the template so you may have to search for Liber and page/owner/seller etc.

Once you bring up the deed you need to click on the liber and page and then print.