

## **PROPERTY CHECK INSTRUCTIONS**

1. Go to [www.farmington-ct.org](http://www.farmington-ct.org), under Departments, choose Town Clerk
2. Click on Land Records, then click on Land Records Search.
3. Click on Proceed to RecordHub
4. Either Log In (with your username and password) or Sign Up

### Instructions to Sign Up:

1. Add required information, Save
2. View Sight Searches, click on Farmington.
3. Add Land Record – No Subscription Fee – Click View Pricing Plans - Add to Cart, Proceed to Cart, click on Finish – Click CLOSE
4. Once Sign Up is complete,

### Log In

1. Click on Create Notification Under PROPERTY CHECK
2. Enter required information  
\*\*choose if you want notifications upon filings in your *exact* name, or if you want notifications on anything that *begins with* certain letters of your name\*\*  
  
however, if it was entered Jeff vs. Jeffrey, you can create more than one account (if there are two or more owners on property)
3. Save & Close to complete (Save & Add if you want to add more names)
4. The Notifications list will appear below. Under “Actions” is where you can deactivate or delete your notifications.
5. All changes (deletions/deactivations) to the notifications MUST be done by the Property Owner(s) or person(s) who signed up for the notification. The Clerk’s office cannot do this on your behalf. You may log in at any time to make changes to your notifications

**Upon receiving a notification that there was a document filed in your name, you must log into RecordHub to view the document. The Town Clerk’s office will not conduct the search on your behalf.**