EASYACCESS –Navigation(v.20)
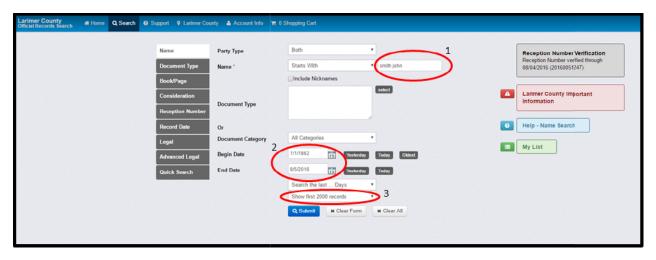
Easy Access provides a number of ways to search recorded documents. Our documents are indexed and can be searched by name, legal description or document type from mid-1971 to present.
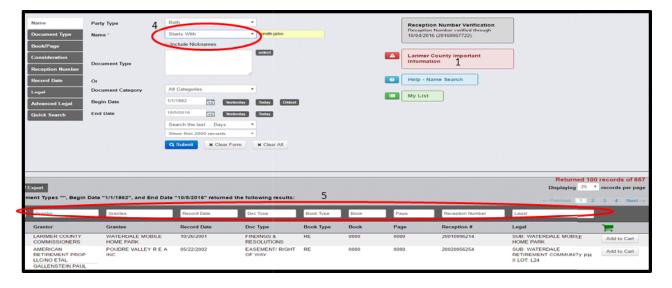
Reception numbers or book and page numbers are necessary in order to locate documents recorded prior to 1971, or can be used to search for specific documents if you already have that information. Grantor/grantee index books are located in our office at 200 W Oak Street, Fort Collins, if a search by name is required for documents or marriage licenses recorded prior to 1971.
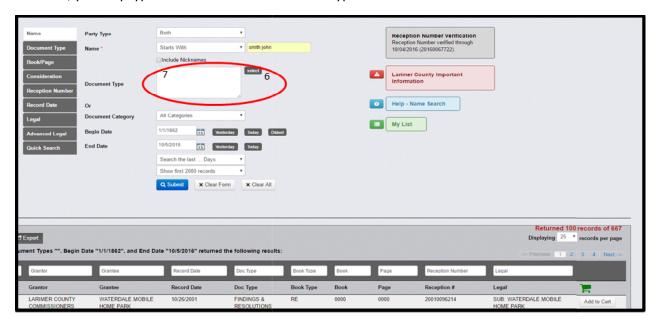
Name Search

1. To search by "Name," enter the last name[1] and then the first name. Do not use punctuation. Click "Submit."
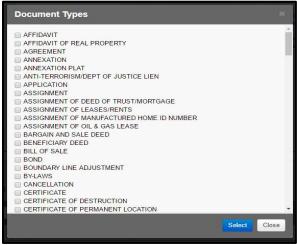

2. This will return results - documents that contain that name in either the grantor or the grantee field.
3. To narrow or broaden a search, the date range[2] may be adjusted or the number of records[3] to return may be adjusted from 100 up to 2000.
4. Additional filter options are available to narrow or broaden search results. The "Name" field has three options[4];starts with, contains, or equals. Contains will return the broadest results. Use the column filters[5] to further narrow results.
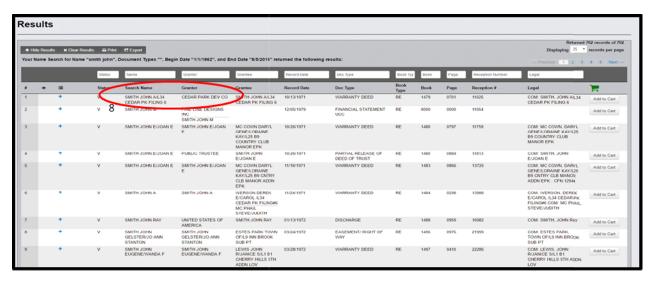
5. To narrow a search to a particular document type, click "Select[6]". This will give you a drop down list to choose from. Check the box next to each document type you wish to search.If you already know the two or three letter document code, you may type that code in the "Document Type[7]" field.
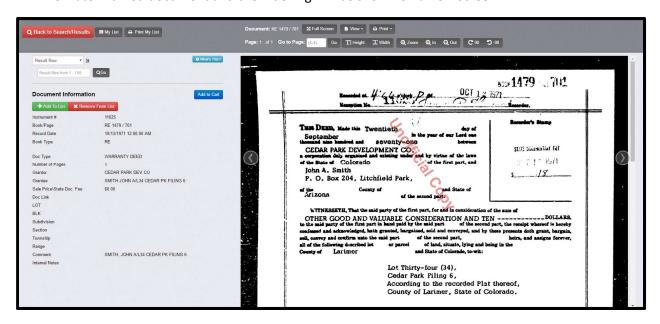

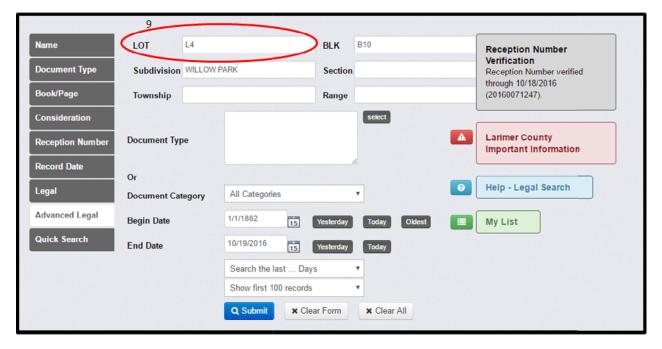6. To view a document, click on the name[8].

7. The watermarked document and the indexing will be shown on a new screen.

Legal Description Search

8. To search using "Advanced Legal" enter the legal description of the property as shown below. This is not a physical address, but lot,block, subdivision or section, township, range. This will return results specific to that legal description.

9. Preface lot numbers with an "L" and block numbers with a "B", i.e. L4[9] in the "Lot" field, B10 in the Block field.

10. To search by subdivision name alone, you may also use the"Legal" search. Enter as much or as little of the subdivision name[10] as you wish. Less information will return more results. This will return results for records that contain this information in the grantor, grantee or legal description.
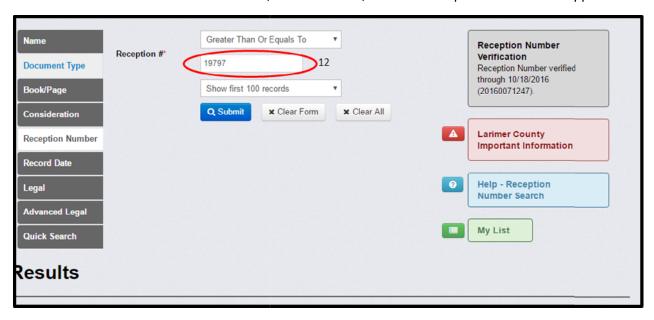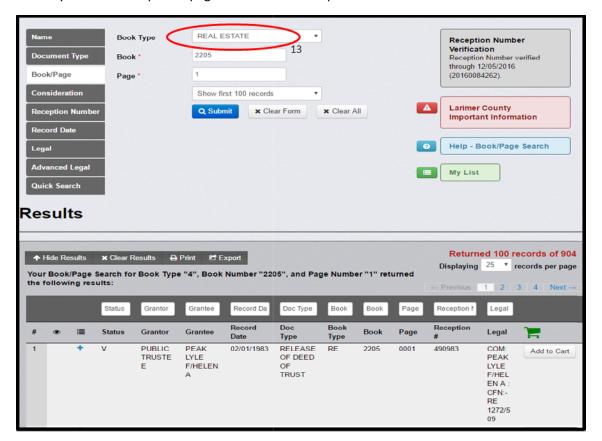

Reception Number or Book and Page Search

11. If you have a specificreception number you wish to search, enter the number in an eleven digit format. For example, enter 19850001122[11] for a reception number that appears as 851122. The first four digits are the year and additional zeros may be added after the year to meet the eleven digit format.**This format applies to documents recorded January 1, 1985 to present.**

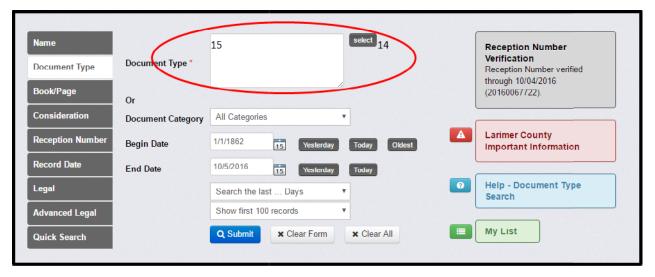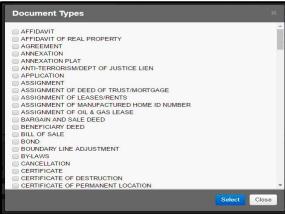12. For documents recorded December 31, 1984 or earlier, enter the reception number as it appears[12].

13. If searching by book and page, you must first change the "Book Type[13]" to real estate (it defaults to marriage license), then enter the book number in the required field. This will return results that include all pages for that particular book which is helpful for locating documents that may contain your specific book and page reference. You may also enter a specific page number in the required field to narrow results.
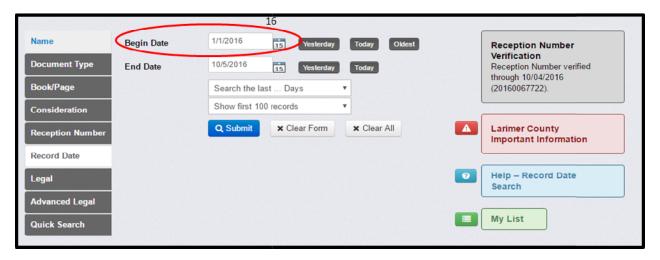
Document Type Search

14. To search a particular document type, click "Select[14]." This will give you a drop down list to choose from. Check the box next to each document type you wish to search.If you already know the two or three letter document code you may type that in the "Document Type[15]" field.
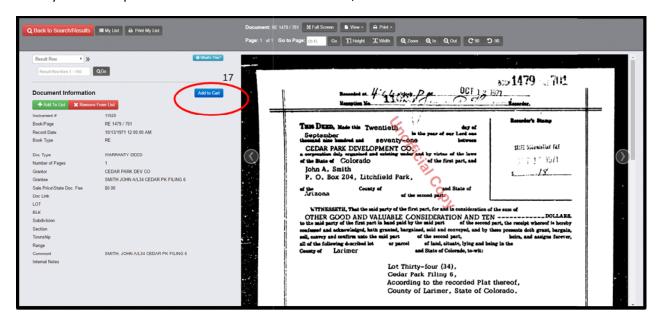

Record Date Search

15. Documents may be searched by date range. Enter the "Begin Date[16]" and "End Date" and click "Submit."
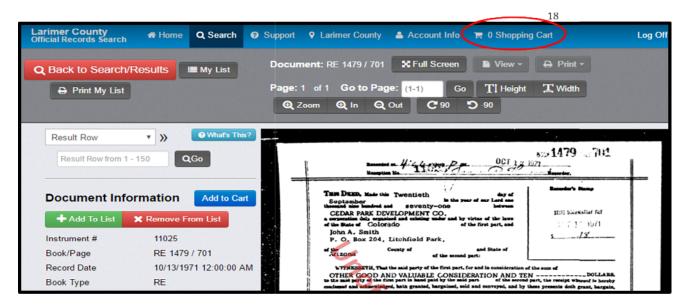
Purchasing a Document

16. If you wish to purchase un-watermarked documents, click "Add to Cart[17]."

17. When you're ready to check out, click on "Shopping Cart[18]."Payment may be made by credit/debit card (subject to a 3.5% processing fee.)

18. Once your purchase is complete, you may download and print your documents.