HOW TO SIGN UP & RESEARCH USING COTT SYSTEMS: RECORD HUB

Begin by clicking on the link to Record Hub (located on the Town Clerk page under Resource section) Click on "Sign Up."



You will be prompted to fill in your information, enter your email, and create a password for your login to become a registered user. Once you register you will receive a confirmation code to the email address you put on file (6-digit code) that will need to be entered on the next screen to continue.

| RECORD | 6 | |
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| Sign Up | | |
|----------------|----------------|--|
| Register User | | |
| Prefix | | |
| *First Name | Montgomery | |
| Middle Initial | | |
| *Last Name | Town of | |
| Suffix | | |
| Title | | |
| *Address 1 | 86 Mountain Rd | |
| Address 2 | | |
| *Zip Code | 05471 | |
| *City | Montgomery | |
| *State | Vermont X * | |
| Phone | (802) 326-4719 | |
| | | |

Once you have signed up & logged in click on "View Search Sites" to select the Town in Vermont that you would like to research. Click on "View Options" on the right-hand side of the screen.

| Available Search Sites | | |
|------------------------|-----------------------|--------------|
| Select State | Sites | \frown |
| Subscribed | <u>Alburgh. VT</u> | View Options |
| | <u>Bennington, VT</u> | View Options |
| III | <u>Berlin, VT</u> | View Options |
| Alabama | <u>Bolton, VT</u> | View Options |
| Connecticut | <u>Bradford, VT</u> | View Options |
| Georgia | <u>Brandon, VT</u> | View Options |
| Iowa | Bridport, VT | View Options |
| Illinois | <u>Bristol, VT</u> | View Options |
| Michigan | <u>Cabot. VT</u> | View Options |
| Missouri | <u>Calais, VT</u> | View Options |
| New York | <u>Chittenden, VT</u> | View Options |
| Ohio | <u>Concord, VT</u> | View Options |
| Pennsylvania | <u>Cornwall, VT</u> | View Options |
| Rhode Island | <u>Danville, VT</u> | View Options |
| South Carolina | <u>Dorset, VT</u> | View Options |
| Vermont | Dover, VT | View Options |
| | <u>Elmore, VT</u> | View Options |
| 1 | <u>Fairlee, VT</u> | View Options |

Next you will select the type of subscription you are looking for:

| RECORD | Search Sites Prepaid Balance: \$0.00 🤗 🔘 Montgomery T |
|---|--|
| Bitchin Bitchin Elizabeth Reighley, Town Clerk (802) 326-4719 | |
| Available Subscriptions | |
| | |
| Land Records | Land Records - No Subscription Fee |
| This subscription grants access to the index and images for most documents. When images are purchased for printing or downloads the images watermark is removed. | This subscription grants access to the index and images for most documents with no subscription cost. For a complete list of document and date availability, click the Document Date Availability link. |
| Document Date Availability | Document Date Availability |
| View Pricing Plans | View Pricing Plans |
| | |

If you would like to pay as you go without a subscription, click on "View Pricing Plans" under the Land Records- No subscription fee option. Then simply click on "Search Now"

| RECORD | Sea |
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| Montgomery, Vermont, Town Clerk's Office | |
| Pricing Plans for the Land Records - No Subscription Fee Subscription | |
| This subscription grants access to the index and images for most documents with no subscription | cost. For a complete list of document and date availability, click the Document Date Availability link. Document Date Availability |
| Plans | Pay to Print |
| Searches | Unlimited |
| Document Viewing | Unlimited |
| Image Prints or Downloads per Document | \$2.00 per page |
| Search Results Prints or Downloads | Unlimited |
| Time Spent Searching | Unlimited |
| Expires | No expiration |
| Subscription Fee | \$0.00 |
| \longrightarrow | Search Now |
| | Any and all purchases made with credit card are subject to a convenience fee of 3% plus \$0.30 |
| | |

You will be brought to the Search Engine to begin your research. The search bar includes multiple features including different search types, date ranges, and an Expanded search function to explore.

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| | | Mont | gomer | y, Vermont, To | wn Clerk's (| Office Reco | rds Search | | |
| | Simple Search | Expanded Search | | | | | | | |
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| Date From | | | | Date Thru | | | | | |
| mm/dd/y | уууу | | • | mm/dd/yyyy | | | | | |
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Last Document Recorded on: 12/18/2023 8:05:00 AM ET

To change the search type, click the drop-down menu under "All" to search just by name, property, book/page etc). Or simply leave the type as "All" to show all results related to the name or property address you put in the search bar. Click on the date ranges below if you wish to narrow your search to a specific timeframe.

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| | | | Mont | gomer | ry, Vermont, Town | Clerk's Office Re | ecords Search |
| | | Simple Sear | ch Expanded Search | | | | |
| \longrightarrow | All - | What can | we help you find? | | | | <mark>م</mark> |
| | All Party Nam | e | | | Date Thru mm/dd/yyyy | | |
| | Property Book Page | | | | | | |
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Enter the information and click on the yellow magnifying glass to search (or press enter)

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| Date From | | Date Thru | | |
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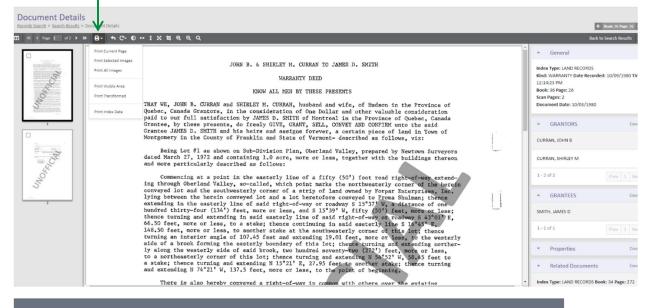
Once you input information into the search bar and hit "Enter" OR click the yellow magnifying glass your results will be returned on the next screen. The left side of the screen gives you "filter" options if you wish to narrow your search further. The middle of the screen shows you the documents available with the grantor/grantee information, date, type of document, description of the property/parcel, & the Book/Page reference. Under the "view" option you will see a magnifying glass, click here to view the document, the column next to it will indicate how many scanned pages are associated with the document.

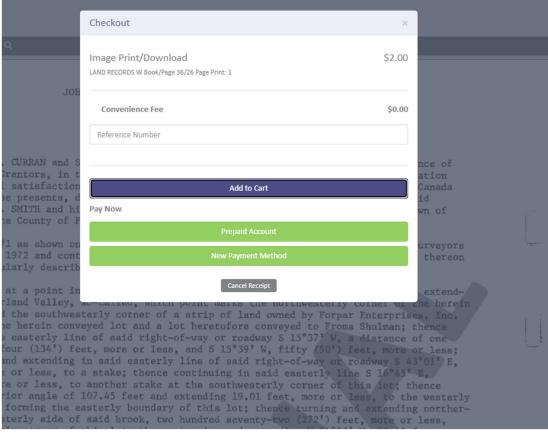
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