

## PropertyCheck - instructions

1. On the town website, navigate to the **PropertyCheck** link found under Online Services or the Town Clerk's page
2. Click **Log in** if you have an existing account in RecordHub **or** click **Sign up** to create an account
3. On the Register User screen, fill in information, set up your password, you are ready to begin
4. Verify Email Address screen populates, you will be sent a verification code to enter
5. Log into PropertyCheck, Username is your email address, you chose your password
6. **Set up your account(s). (leave middle name blank – see Helpful hint #1 below)**
  - **Notification Type:** is the word “Name” that populates in the field (in Connecticut)
  - Enter **Last Name/Business** and **First Name**; on the right drop down menu next to each you may choose Exact match or Begins with
  - If you are a **business**, check box below – This is a Business Name
  - Exact match: spell your last name exactly **(see Helpful hint #3 below)**
  - Begins with: choose a common misspelling of your last or first name or type in the first few letters (this will notify you of close spellings to your last or first name and will generate many notifications) **(see Helpful hint #4 below)**
  - **Middle Name:** leave blank **(see Helpful hint #1 below)**
  - **Notification Method:** select how you would like to receive notifications – by email, text, or both
  - Click **Save & Add** to set up another account **or** click **Save & Close** if you are done
7. You may set up as many accounts as you wish, no limit
8. You receive notifications when an account is set up, when a document is recorded in your name and when you delete your account.

### Helpful hints:

1. **Middle Name box** - leave blank as this would restrict notifications to only include what is typed in this box. If left blank, you will receive notifications that contain any middle name/initial or suffix with your last name.
2. If you own the property jointly, set up an account for each property owner.
3. **Exact Match accounts:** it is recommended you set up both text and email notifications.
4. **Begins With accounts:** it is recommended you set up email notifications only as you will receive numerous notifications and your phone may not be able to handle all the activity.
5. You may remove or turn off notifications. Each time you edit your account a notification is sent.

**Please note these are only suggestions and you may set up your accounts and notifications as you choose.**