

Instructions for Subscribing to RecordEASE Web

Thank you for your interest in our updated online property records system for Washington County. Your subscription will enable you to search our recorded documents without having to visit our physical location. To subscribe to this service, please follow the steps below:

1. On page 1 of the Agreement, type or print in your company name and address.
2. On page 8, section J, type or print in your contact information.
3. On page 9, sign and date the Agreement. **The Agreement must be signed by a company officer or individual who has the authority to bind your organization to this Agreement.** All signatures **must** be original. We will not accept photocopied, scanned, or stamped signatures.
4. Complete and sign the RecordEASE User Setup and Escrow Authorization Form located at the end of the agreement. If you do not currently have an escrow account, then you will also need to complete and return the Escrow Account Setup Form along with a deposit (there is a separate link to the form).
5. Mail to:

Washington County
PRTS – Property Records Division
14949 62nd Street North, P.O. Box 6
Stillwater, MN 55082-0006

For questions call: (651) 275-7065

Upon receiving your signed agreement and authorization form(s), we will process your request. Once your request has been approved, we will contact you via email with your user ID(s) and password(s). The email will also include system requirements for using the system. A link to a user guide is located within the RecordEASE website.

We look forward to working together and providing expanded access to our information. If you have any questions, please don't hesitate to contact us. Inquires can be directed to:

recorder@co.washington.mn.us.