

PUBLIC RESEARCH TOOLS

Here is a set of links/instructions I like to recommend to folks who are interested in researching property in Chowan County. Perhaps you may find them useful or interesting in the future! Either way, please don't hesitate to call our office any time and we will be happy to assist you. Here are those links/instructions:

- [Chowan County Website](#): Here you'll find all the information you'll need regarding the Chowan County local government (*including* the following 3 links below, which are located on the menu on the left side of the screen). You will also be able to locate any department with their contact information here.
 - o [Tax Online](#): Run by our tax office, you can use this tool to search for specific properties and information about them, including the Parcel Identification Number (PIN), current and past owners, sales involving the parcel, and more by navigating the 4 different tabs at the top of the screen (depending on what you are looking for).
 - o [Deeds Online](#): The Deeds Online search tool is a GREAT way to find public records that have been recorded in the Register of Deeds. For example, let's say you've located a parcel in "Tax Online" above, and they refer you to a Deed Book and Page number reference. Simply click the "View Images" tab, select "Deed Book" from the drop down menu (other options are "Old Plat Book" or "Plat Cabinet, if you're looking for a land survey), enter in the reference, and the scanned image of the deed reference will appear (TIP: The images default to a .tiff file, *unless* you check the "View Images as PDF" box – highly recommended, as PDFs are much more common!). From here you can choose to download the document (record/survey/deed) that you need.
 - o [GIS Online](#): "GIS" Stands for Geographic Information System, which is just a fancy way of saying it's a digital map (Google Maps is the most common example). Here, we have the map of all the land and parcels within Chowan County. If you use the search bar in the top-left, you can locate a parcel of land in question and it will zoom in right to where you choose (TIP: as I mentioned earlier, the *best* way to find a parcel is the 12-digit PIN. You may be able to find something by address, but if the address contains a unit number/letter suffix, the search tool might not recognize it, and *may* not yield results! The PINs, however, will *always* succeed in getting you where you need to go).
 - When you click on a parcel, a window will pop up giving you a great deal of valuable information on that parcel, including:
 - Property Record Card (PRC) – which contains important tax information such as land/building tax value
 - Most recent Deed Book and Page reference / Most recent sale date & price
 - Current Plat (survey) of the land or of relevant land references - if any - on record, with the date it was recorded. If there is no plat listed, the land was mapped by the metes and bounds description in the legal description of the deed.
 - Plats are organized & can be searched for w/i Deeds Online by:
 - o Plat Cabinet 1-3, Slide # & Letter (ex: PC 1, 1A),
 - o Old Plat Book 1-10, Page # (ex. PB/OPB 1, 1), or...
 - o Deed Book & Page # (ex. DB 1, 1)
 - Legal land description information such as Neighborhood Name, Code, Township, Size (in acres), Situs Address, Lot/Section/Unit number
 - Current Owner(s) – and their mailing address