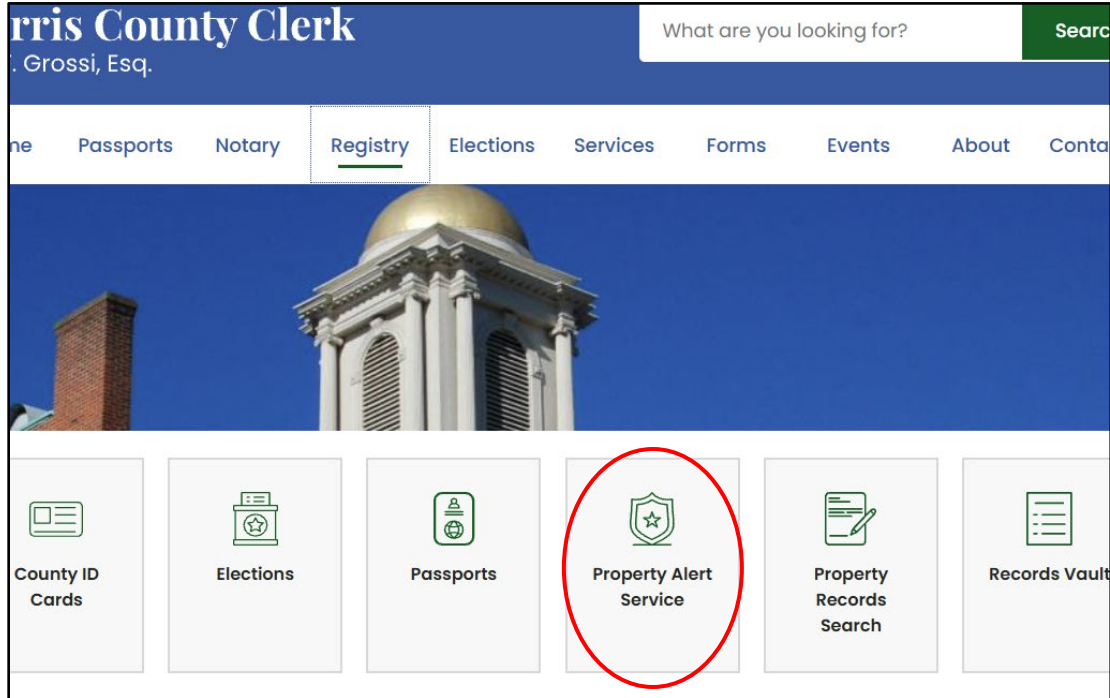


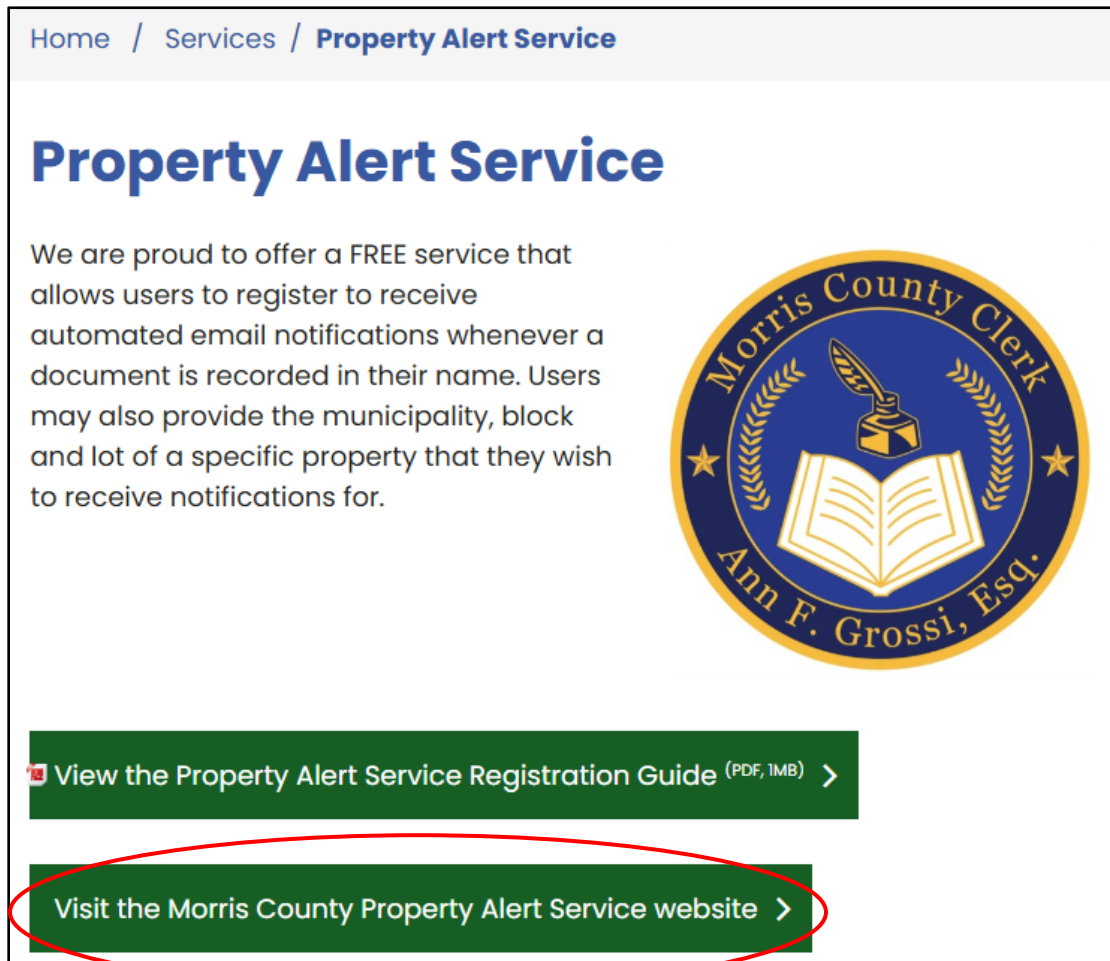
PROPERTY ALERT SERVICE REGISTRATION GUIDE

1. Go to morriscountyclerk.org. Click the **Property Alert Service** box or go to the **Registry** dropdown menu and select **Property Alert Service**.

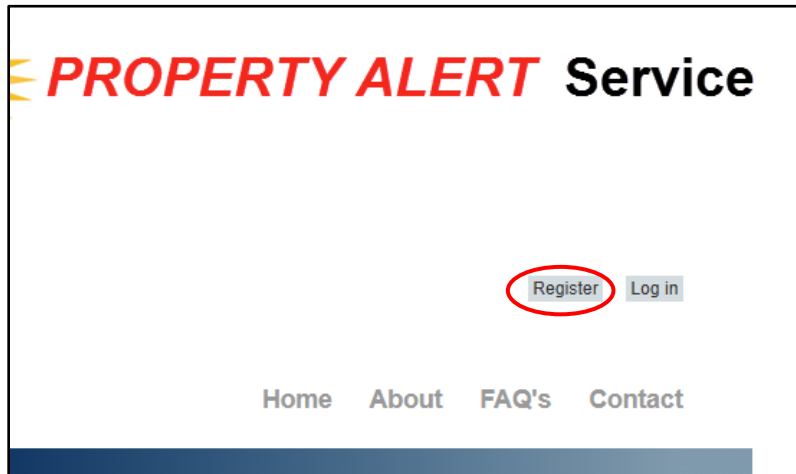
It can also be accessed directly at mcclerksng.co.morris.nj.us/PropertyAlert/



2. Click the bottom green link bar to visit the Property Alert Service website.



3. In the upper right-hand corner of the webpage, you will see **Register** and **Log in**. Click **Register**.



4. Enter your email address, name and choose a password. Then click the box stating you accept the terms and conditions and click **Register** at the bottom of the page.

Register. Create a new account.

Email Address

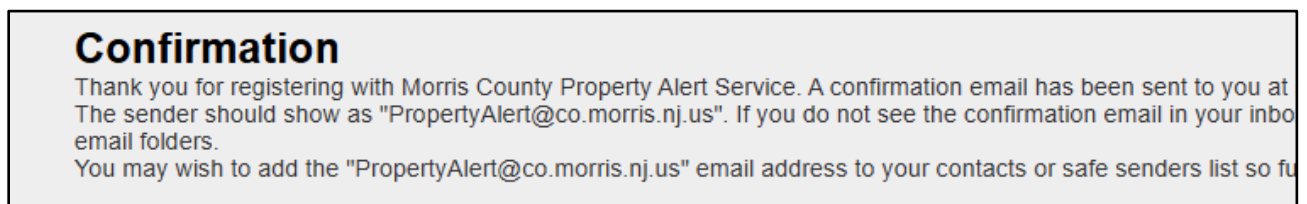
First Name

Last Name

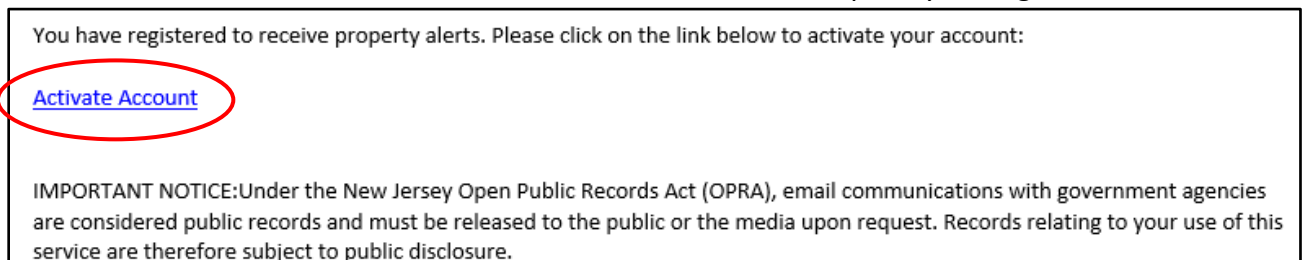
Password

Confirm Password

5. You will see the below confirmation message that states an email has been sent to you from PropertyAlert@co.morris.nj.us. Please check your spam or junk folder if you do not see the email come through after a few seconds.



6. You must click the **Activate Account** link within that email to complete your registration.



7. After clicking the link in the email, you will be redirected back to the Property Alert Service website. You must then log in and enter your email and password that you registered with.

PROPERTY ALERT Service

Home About FAQ's Contact

Register Log in

Use your property alert account to log in

Email Address

Password

Log in

8. You should now see that you are logged into the website in the upper right-hand corner. **Your email address will be shown.** Click **Alerts Registration**.

Hello, [redacted] Log off

Home About FAQ's Contact Alerts Registration

9. Scroll down to the bottom of the next page to enter your property's municipality, block and lot. Hit **Add** to add lines for additional properties. Make sure to click **Save** at the end.

Please note: If you own a condo, you'll need to also include the Qualification Code (Qual Cd) listed in the tax records, usually beginning with "C". It should be added after the lot number, like so: 42.03 C025.

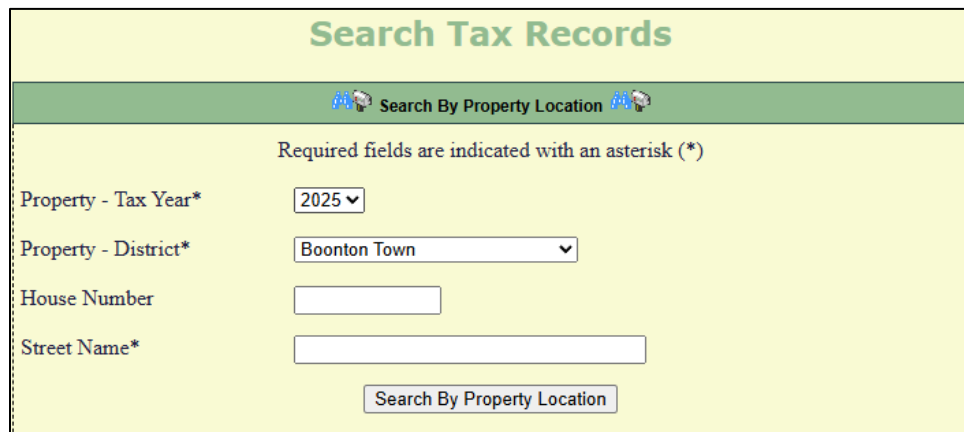
09	01101	00037	142 PROSPECT ST	REICH GILBERT & VERONICA			
09	00407	00009	143 PROSPECT ST	DOLAND MELODY M			

1 Municipality: Block: Lot: Remove

Add Save Hide Details

10. If you do not know your block and lot, you may find it using the Morris County Tax Board's website:
<https://mcweb1.co.morris.nj.us/MCTaxBoard/SearchTaxRecords.aspx>.

Search by address or owner's name:



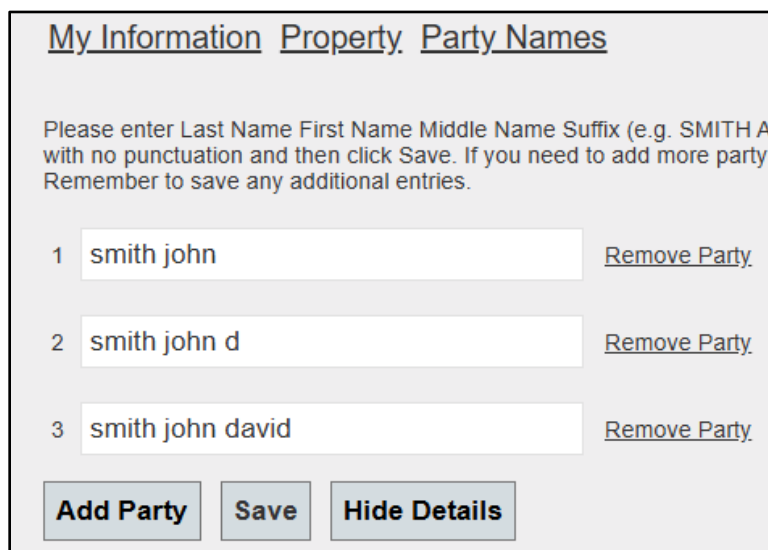
The image shows a web form titled "Search Tax Records" with a green header. Below the header is a green bar with the text "Search By Property Location" and a house icon. The main form area is yellow and contains the text "Required fields are indicated with an asterisk (*)". There are four input fields: "Property - Tax Year*" with a dropdown menu showing "2025", "Property - District*" with a dropdown menu showing "Boonton Town", "House Number" with a text input field, and "Street Name*" with a text input field. At the bottom of the form is a button labeled "Search By Property Location".

11. After entering your property information, make sure to enter any names that may appear on your property records. Typically, this would be the names listed on your deed. Click **Party Names** to do so.



The image shows a web form titled "Morris County - Legal Description" with a dark blue header. Below the header is a light blue bar with the text "My Information Property Party Names". The "Party Names" link is circled in red. Below the links is a text input field with the placeholder text "Please enter your municipality name, block number and lot number and th".

Enter each name in the following format to ensure you will be notified in cases where the name may be recorded in different ways. You can click **Add Party** to add lines and then make sure to click **Save** when you are finished.



The image shows a web form titled "My Information Property Party Names" with a light blue header. Below the header is a text input field with the placeholder text "Please enter Last Name First Name Middle Name Suffix (e.g. SMITH A with no punctuation and then click Save. If you need to add more party Remember to save any additional entries.". There are three input fields with the following text: "1 smith john", "2 smith john d", and "3 smith john david". Each input field has a "Remove Party" link to its right. At the bottom of the form are three buttons: "Add Party", "Save", and "Hide Details".

12. Your registration should now be complete. You may verify that your entered information is correct by navigating back to each page, **Property** and **Party Names**, and scrolling down to ensure everything appears as you entered it.

How the service works: Once registered, if any documents are recorded with the property information or party names that are entered into the system, an automated email will be sent to notify you with the specific instrument number of the record. That instrument number can be used to search the County Clerk's property records at morriscountyclerk.org/Services/Online-Property-Records-Search. If the document appears to be fraudulent, you should contact your local police department and the County Prosecutor's Office to report it.