

Guide to Search for Real Estate in Kenton County

This document provides a detailed guide on how to search for real estate records in Kenton County, including steps for using public inquiry computers and accessing the Kenton Deeds system.

1 **DISCLAIMER:** Due to the legal and binding implications of a title search on real estate, the staff in the Kenton County Clerk's office will not be able to perform a search for you. They may assist in helping you use the computer so that you may search for information on your own.

2 **BEFORE YOU BEGIN YOUR SEARCH, ANSWER THE FOLLOWING QUESTIONS:**

3 How far back are you searching?

- Prior to 1840, records are in Campbell County
- 1840 to present, records will be Kenton County

What year are you searching? Prior to April of 1991, all records are in books and you must start with the index books

Where is the property located? Prior to 2016, there were two recording districts in Kenton County: Covington and Independence. Note: Independence did not record all documents, but did record Deeds, Mortgages, and Easements. If it is a tax, probate, or court-related document, likely recorded in Covington

4 **COVINGTON:** organized by group numbers
Choose a Series: Group Number Index to Deeds
Group Number Index to Mortgages

5 **INDEPENDENCE:** organized by grantor/grantee alphabetically
Choose a Series: Index to Real Estate No. 1 1840 to 1917
Index to Real Estate No. 2 1911 to 1947
Index to Real Estate No. 3 1946 to 1978
Index to Real Estate No. 4 1978 to 1991

6 After 1991, use the Public Inquiry computers to search the index and find the parcel identification number
Starting 1/1/2020 use Kenton Records to search the index and find documents.

7 What type of information are you searching for?

- The record may be in various books depending on the year, recording district, and type of information.
- There were two recording districts in Kenton County until 2016: Covington and Independence.
- Some property crossed the two recording districts. Those documents may be recorded in both Covington and Independence.
 - Example A: Grandview Summit – has a Slide in Independence and Plat in Covington
 - Example B: Blue Grass Estates Sec 3, Plat A359, track line between Grant and Kenton for majority of lots. Should be recorded in both counties.
 - Other common dual recording areas are Horsebranch, Aosta Valley Sub and Holds Branch (Pioneer Park)

8 Other details about the real estate?

- Looking for details on the building on the land? It won't be there, the records only contain information on the transfer of the land.
- Looking for a lot or a subdivision? You will need to know the lot number or the subdivision name.
- Looking for a plat? You will need to know the plat number or the subdivision name

9 NOW YOU CAN START YOUR SEARCH:

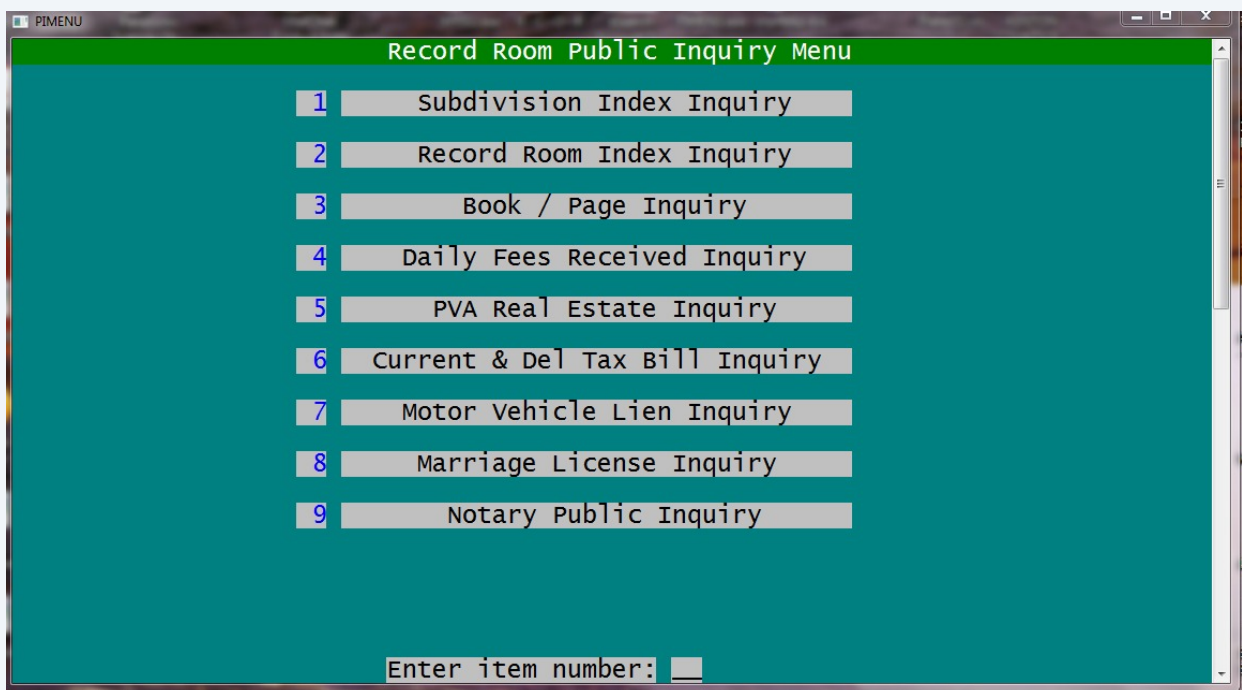
10 PUBLIC INQUIRY COMPUTERS

- Make sure that the computer is turned on
- Log into the computer with windows login password is inquiry

11 START WITH FINDING THE PARCEL IDENTIFICATION NUMBER (PIDN)
To begin your search you will need the Parcel Identification Number (PIDN), which is a unique number assigned by the Property Valuation Administrator (PVA) to each property
+++ Remember, these directions will only produce results from April of 1991 to January 1, 2020. After January 1, 2020 use Kenton Records to search.

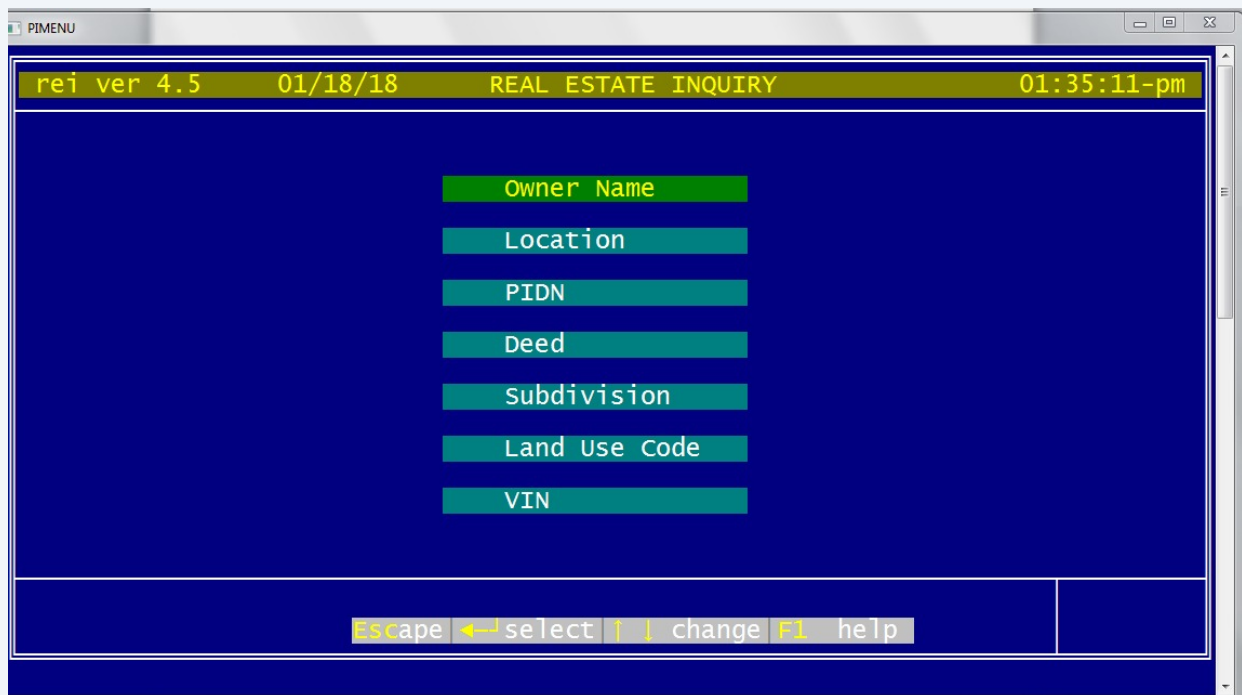
12 Pull up the Record Room Public Inquiry Menu.

- Enter the #5 to access the PVA Real Estate Inquiry



13 Once in this menu, you will need to choose how to search for the PIDN.

- Choose either OWNER NAME or LOCATION.



14 If you use OWNER NAME, then type in the last name, then the first initial.

- Hit ENTER. This will give a listing of all the people with that last name and first initial.
- Use the up and down arrows to move through the list.
- NOTICE: The name is highlighted and after the name you will see an address and the PIDN.

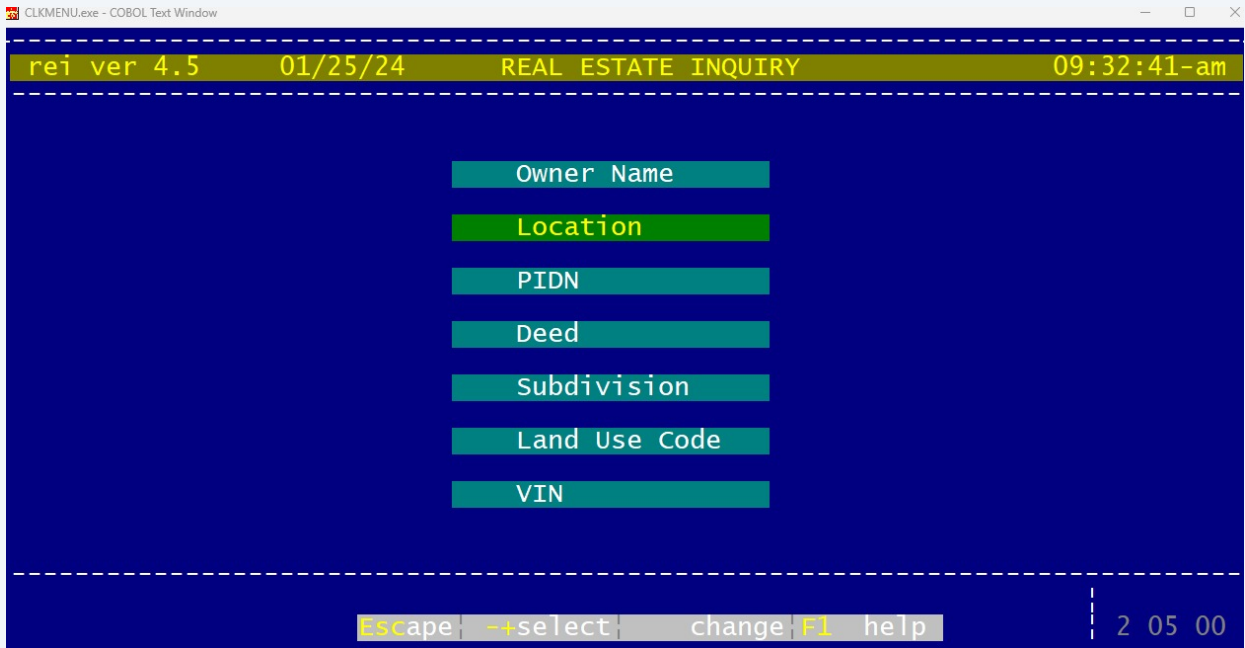
Owner Name	Location	Status	PIDN
SUMME & LANTER PLLC	38 41ST ST E		056-32-06-023.00
SUMME & RATERMANN CO	218 20TH ST E		055-32-03-032.00
SUMME & RATERMANN CO	220 20TH ST E		055-32-03-033.00
SUMME & RATERMANN CO	216 20TH ST E		055-32-03-031.00
SUMME & RATERMANN CO INC	1925 GARRARD ST		055-32-03-017.00
SUMME & RATTERMAN	224 20TH ST E		055-32-03-034.00
SUMME & RATTERMANN CO	222 20TH ST E		055-32-03-017.01
SUMME ALINE	210 STERRETT AVE		055-41-04-006.00
SUMME ALINE	210 STERRETT		055-41-04-006.00
SUMME ANTHONY T	2500 BUTTERMILK PK		013-20-13-013.00
SUMME ANTHONY T & DARLENE	245 APPLEWOOD DR		029-10-00-931.00
SUMME BRIAN C & JENNIFER A	239 NORTH COLONY DR		016-30-08-012.00
SUMME BRIAN C & JENNIFER A	2479 LEGENDS WAY		029-20-03-010.00
SUMME CHAD L & KRISTIN L	2433 STONEWELL TRL		042-20-02-044.00
SUMME CHARLES	32-36 ORPHANAGE RD		028-40-05-010.00

Escape | F1 help | doc detail | Pg up Pg dn | scr | ↑↓

Enter name: last first init
SUMME _____ 0 48 13

15

If you choose to search by LOCATION, then arrow down to the 'LOCATION' tab and hit ENTER



16 Type in the House Number, Hit ENTER

- Type in Street Name, Hit ENTER
- Type in SUFFIX, if needed, Hit ENTER
- Type in the street direction, if needed, Hit ENTER
- NOTICE: The property will be highlighted and after the address you will see the city, year, owner name and PIDN.

CLKMENU.exe - COBOL Text Window

```

rei ver 4.5      01/25/24      REAL ESTATE INQUIRY      09:33:29-am
-----
Location        City   Year  Owner Name          PIDN
-----
28-40          2ND ST E      COVIN 2024 STEINMAN III JOHN W 054-14-21-001.01
102-04-1      2ND ST E      COVIN 1991 COVINGTON CITY OF 054-14-01-001.00
107           2ND ST E      COVIN 1991 COV CITY OF KY MUNI 999-99-31-173.00
112           2ND ST E      COVIN 1992 RENAISSANCE GROUP 054-14-05-002.00
114-20        2ND ST E      COVIN 1991 COV CITY OF KY MUNI 054-14-04-003.00
128           2ND ST E      COVIN 1991 COV CITY OF KY MUNI 054-14-04-002.00
1281/2        2ND ST E      COVIN 2024 NC PHARMACY LLC     054-14-08-002.00
129           2ND ST E      COVIN 1991 COMMONWEALTH OF KY 999-99-34-693.00
200           2ND ST E      COVIN 2024 2ND & GREENUP LLC 054-14-09-001.00
202-222       2ND ST E      COVIN 2024 WELLINGTON CORP     054-14-12-002.00
206-A         2ND ST E      COVIN 1992 WELLINGTON CORP     999-99-08-222.00
206-B         2ND ST E      COVIN 2024 HASSEBROCK RICHARD 854-14-12-022.00
208-A         2ND ST E      COVIN 2024 HANRAHAN KILA       854-14-12-022.01
208-B         2ND ST E      COVIN 2024 HORN DALLAS N & CAR 854-14-12-021.00
208-B         2ND ST E      COVIN 2024 JONES D DIANE TRUST 854-14-12-021.01
-----
Escape|F1_help|F10_detail|F3_back|TAB_Field Entry|Pgup|Pgdn|Scr|
-----
House number   Street name   Suffix   Direction
-----

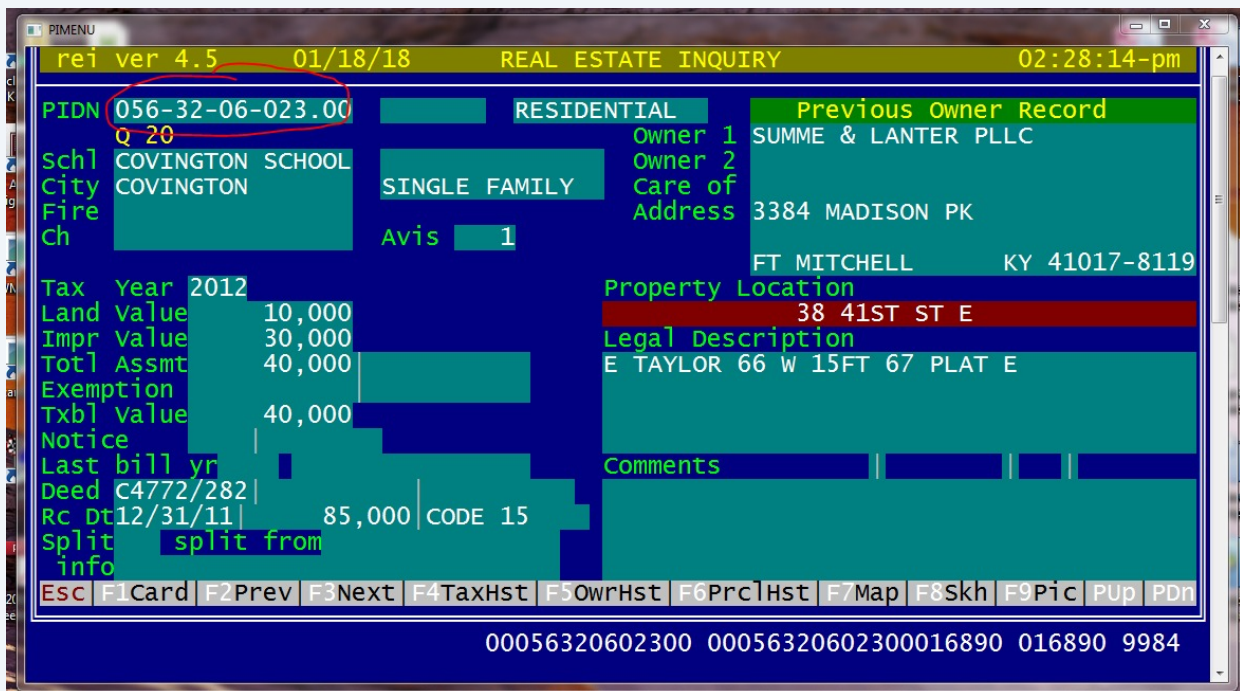
```

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If you choose to see details on the property, Hit F10 button.

• PROPERTY DETAILS ADDED BY THE PVA OFFICE INCLUDES:

- PIDN#
- Current Owner
- Current Deed Book and Page
- Property Location (address of the property)
- Legal Description (brief description)
- Taxable assessment



18 ONCE YOU HAVE THE PIDN NUMBER

- Go to the computer desktop and find the ICON for KENTON RECORDS. Choose the Standard Search or the Advanced Search.

Standard **Advanced**

Criteria ? Search ↺

Last Name/Firm Name	First Name	Party Type
<input type="text"/>	<input type="text"/>	Either +
From Date 📅	To Date 📅	
<input type="text"/>	<input type="text"/>	
Book	Page	<input type="checkbox"/> Search Reference Docs for Book/Page
<input type="text"/>	<input type="text"/>	
Doc #	Doc Types 📄	
<input type="text"/>	<input type="text"/>	
Tax From	Tax To	<input type="checkbox"/> Search Conveyance Amount
<input type="text"/>	<input type="text"/>	
Similar Name	Match Type	
<input type="text"/>	Begins With	
Entity Type	Index Type	<input type="checkbox"/> Symbols Only
Either	Mixed	
Description	Includes Whole Word/Phrase AND +	
<input type="text"/>		
PIDN	<input type="text"/> +	

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Use the ADVANCED SEARCH. It also gives you the following options for organizing your search.

Search Options ?

Results Style

Expand All Rows By Default Highlight Search Terms Autocomplete

Primary Sort Column

Primary Sort Direction

Choose Columns for Search Results



Secondary Sort Column

Secondary Sort Direction

20 Enter the PIDN you found in the PUBLIC INQUIRY & PVA INQUIRY system.

Click on the search located in the top right hand corner

Standard **Advanced**

Criteria ? Search

Last Name/Firm Name
First Name
Party Type Either +

From Date
To Date

Book
Page
 Search Reference Docs for Book/Page

Doc #
Doc Types

Tax From
Tax To
 Search Conveyance Amount

Similar Name
Match Type Begins With

Entity Type Either
Index Type Mixed
 Symbols Only

Description
Includes Whole Word/Phrase AND +

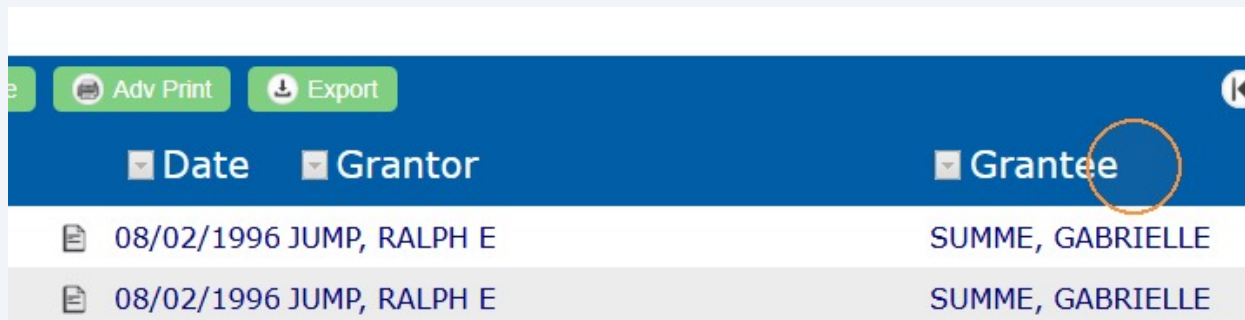
PIDN +

21 Review the list for the document you are searching.

Print Page Adv Print Export
Page 1 of 2
Records per page: 15

	Date	Grantor	Grantee	Kind	Book	Page	Description
+ 1	08/02/1996	JUMP, RALPH E	SUMME, GABRIELLE	ASSIGN	360	315	PID: 041200023300 LOT: /
+ 2	08/02/1996	JUMP, RALPH E	SUMME, GABRIELLE	DEED	1194	208	PID: 041200023300 SUB:

22 Once you find the document, click on the DOC ICON to open the image



The screenshot shows a table with a blue header and two rows of data. The header has columns for 'Date', 'Grantor', and 'Grantee'. The first row shows '08/02/1996 JUMP, RALPH E' for both Date and Grantor, and 'SUMME, GABRIELLE' for Grantee. The second row is identical. Above the table are buttons for 'Adv Print' and 'Export'. A small document icon is circled in orange in the first row of the table.

Date	Grantor	Grantee
08/02/1996	JUMP, RALPH E	SUMME, GABRIELLE
08/02/1996	JUMP, RALPH E	SUMME, GABRIELLE

23 SEARCH OPTION FOR OLDER DOCUMENTS NOT INDEXED
All documents prior to 1991 can be searched online by you must have the book and page number. If you don't have this information then you may need to visit the record room to look at the paper index system.

24 NON-INDEXED DOCUMENTS: To search non-indexed deeds, click on VIEW IMAGES tab at the top of the page



The screenshot shows a navigation menu with four tabs: 'Real Property Index', 'Marriage Index', 'Title Liens', and 'Delinquent Tax Liens'. The 'View Images' button is highlighted in green.

Real Property Index Marriage Index Title Liens Delinquent Tax Liens **View Images**

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NON-INDEXED DOCUMENTS: Once in the search area, choose the **BOOK TYPE**, then enter the Book and Page Number.

PLATS from 1/2/2026, add "2" for Book number and the Page number is the Plat number

PLATS from 1/1/2021 to 1/1/2026 add "1" for Book number and the Page number is the Plat number

PLATS prior to 1/1/2021, choose COV or IND for the Book. For IND, there is the letter "A", "B", or "Z" before the plat number (also called a slide number)

The screenshot shows the Kenton County Clerk website interface. At the top left is the Kenton County logo, and at the top right is the text "County Clerk — Kenton, KY" next to a circular portrait of a woman in a red coat. Below the header is a green button with a folder icon and the text "View NonIndexed Images". Underneath this is a search form with three fields: "Book Type" is a dropdown menu currently set to "MARRIAGES"; "Book" is an empty text input field; and "Page" is another empty text input field. At the bottom of the form are two buttons: a green "Go" button with a magnifying glass icon and a blue circular refresh button.