

Tompkins County Clerk's Office

Located: downstairs in the Tompkins County Courthouse
320 N. Tioga Street, Ithaca

Hours: 9:00 am to 5:00 pm Mon–Fri

Note: You have to go through a metal detector to enter the courthouse. No cameras or recording devices are allowed, although they will hold them for you and return them when you leave. Cell phones & computers are ok.

To Find Gas Leases:

Use any of the four computers to the left when you enter the office.

- (1) From the desktop, double click on “Enterprise Viewer” to get the County Clerk EDMS Database. (This may already be on the screen.)
- (2) In the drop-down menu for “Document Class” choose “Deed.”
- (3) In the drop-down menu for “Document Subclass” choose “Oil and Gas Lease.”
- (4) Choose all towns, or the town you wish to search in.
- (5) Fill in a time frame, or use “any/all.”
- (6) If you are looking for a particular name, type that in. If you leave it blank, your result in Step 7 will be a list of names in

alphabetical order, which is easy to scan for the name you are looking for.

- (7) Click “Display Document” for a list of leases meeting your criteria.
- (8) Double Click on any line of the file to show the details. The left-hand page shows basic data and the right-hand page is the lease. You can page through the lease to see the terms. Double-clicking on the lease makes it big enough to actually see. Clicking on the X in the upper right corner returns the lease to its original size.

To find a property when you do not know the name of the land owner:

In this case, you must first use the Tompkins County Assessment database. This can be accessed either at the T.C. Clerk's office or in the T.C. Assessment office.

At the T.C. Clerk's Office:

- (1) Close screens until you get the desktop, then double click on “Image Mate Pro.”
- (2) Type in the tax parcel number (format: X.-1-X) or street address. It often works best to omit the house number and use just the street name. You can search the resulting document for the correct house number. Click on enter or view.
- (3) This gives you the name of the owner of the tax parcel, or a list of names that you can choose from for the correct address, depending on what search criteria you used.

Tompkins County Assessment Office

Located: Next to Dewitt Park, on the 2nd Floor of the T.C. Annex Building,
128 E. Buffalo Street, Ithaca
Hours: 8:00 am to 4:30 pm Mon–Fri

The T. C. Assessment Office has free, public computers from which you can access both the assessment database and the T.C. Clerk's database, which contains the gas leases. The computers are on your right as you enter.

- (1) From the desktop, double click on either “Assessment Database” to get Image Mate (which contains the assessment data) or on “County Clerk Web” to get to the County Clerk's database.
- (2) Follow the steps outlined earlier to retrieve the information you desire.

Note: The County Clerk database works slightly differently when accessed from the Assessment Office instead of the Clerk's office.

- (a) In your result from Step (7) earlier, to get a listing that is alphabetized by name, click on the column heading “Party/1 'OR' ” to sort.
- (b) Click on “view” at the left to see the lease details.
- (c) To make the lease larger, click on “Full Screen” on the left-hand page. Click the X in the upper right to exit full-screen mode.