

How to set up your personal Property Alert

First you need to set up an account with us, follow the steps below:

1. Go to www.BerksPA.gov and choose Recorder of Deeds from the list of elected officials.
2. Then click on **Search Records On-Line**.
3. Then click on **Cloud Search** on the right side of the screen, you may want to click and read the instructions first.
4. Click on **Register** on the upper right side of the Header.
5. Register for an account by completing the entry boxes then click **Create Account**.
6. You will receive an email from VanguardSupport@GovOS, be sure to click the activation link.
7. Now you are ready to log into your new account, repeat the steps 1 to 3 if you are not re-directed to the log in screen.

Now you are ready to set up your personal Property Alerts.

1. Click on **Property Alert** in the Header at the top of the page.
2. Click on **Enter a Keyword**.
3. Begin typing your last name and then first name, all versions of your name should begin to appear in the search results, click on each name version that you want to add alerts to.
4. Also enter your **Parcel I. D. number**, this is the 14 to 17 digit number from your property tax bills or you can look up the number at www.BerksPA.gov/departments/assessment and use the parcel search to locate your Parcel I. D. number. You can copy and paste that number into the entry block.
5. If you enter a name **and** your Parcel I.D. number at the same time, you will be given two options, to enter them **together**, or separately by choosing **any of these criteria**. We suggest that you choose **any of these criteria**.
6. Click on **Create Property Alert**.
7. Once you have set up your alerts you will receive a confirmation email from VanguardSupport@GovOS.

If you do not receive your confirmation email or have any questions please call our office at 610-478-3380.

If you have recently purchased your home be sure to check the County Tax assessment record at www.berkspa.gov/departments/assessment a few weeks after your purchase to make sure it has been updated correctly for your ownership. You can look up the record by the property address or your Parcel ID Number, be sure your names are spelled correctly and the mailing address is correct, that is where your tax bills will be mailed. Also, if the home is your primary residence you should apply for the Homestead Exemption which will give you a reduction on your school tax bill. For application instructions go to: www.berkspa.gov/departments/assessment and click on the link for Homestead/Farmstead/Program.