

# IQS USER GUIDE!

Do you need to look up information regarding the mortgage of your home or the map and layout of your property? We have an easy and user friendly program, IQS, which you can navigate through from the comfort and convenience of your own home or office!

Follow the instructions below if you need guidance through the IQS Program!

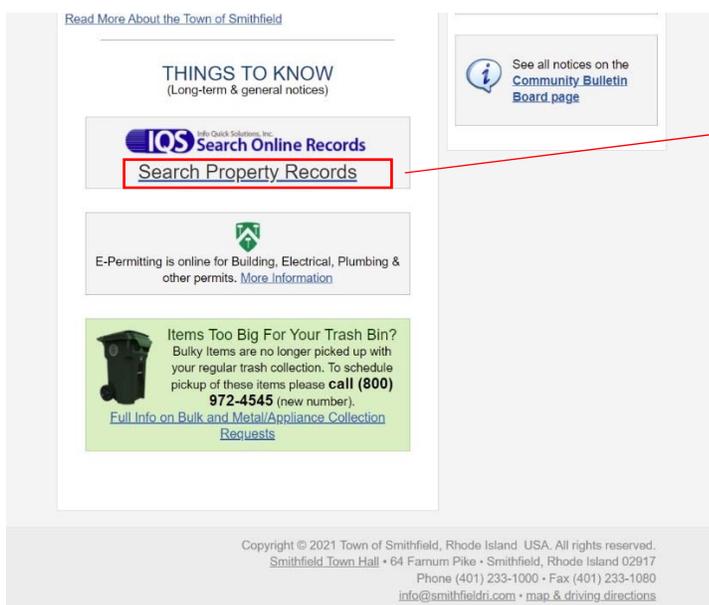
**Step 1:** First go to our home website [www.smithfieldri.com](http://www.smithfieldri.com)

When you arrive at the site this what the home page looks like.



This is what the home page for the Smithfield Town hall looks like.

**Step 2:** Scroll to the **bottom** of the page until you see IQS Search Online Records. Click on the Search Property Records link, or go to <https://www.searchiqs.com/rismi/Login.aspx>



Click here on the Search Property Records Link!

**Step 3:** Once you have clicked on Search Property Records link it will then redirect you to the IQS sign in page. **NOTE:** You do not need to have an account to request these records and property maps. You can Search these records as a GUEST.

**Search IQS**

**Smithfield Town Clerk**  
Lynn Antonuccio, Town Clerk

**Search Records as Guest**

[See Subscription Plans/Create an Account](#)

What records are available online?

Already have an account? [Log in here.](#)

Username

Password

[Forgot your password?](#)

Click here to start your search as a Guest. You DO NOT need an account to look for your property information.

**Step 4:** When you press the Search Records as Guest button it will then bring you to the search menu. There you will fill out your business name or your last name then first name in the appropriate bars.

**Smithfield Town Clerk**

[Search](#) | [Results](#) | [View](#) | [Names](#) | [My Documents](#) | [INDEXBOOKS](#) | [LogOut](#)

**Search** Data verified thru 04/26/2021

Party 1: Last Name or Company Name  First Name

Ignore party type when search for name

Party 2:    
(mm/dd/yyyy) (mm/dd/yyyy)

From Date:  Thru:

Document Group:

Document Description:

Town:

Book:  Page:

Instrument#:

Fill out the business name or last and first name to pull up information on your property.

**Step 5:** Here is an example of what it would look like after typing in the Town of Smithfield as the “company name” Once you are finished press on the search button!

**Smithfield Town Clerk**

Search | Results | View | Names | My Documents | INDEXBOOKS | LogOut

Search Data verified thru 04/26/2021

Party 1: Last Name or Company Name:  First Name:

ignore party type when search for name

Party 2:    
(mm/dd/yyyy) (mm/dd/yyyy)

From Date:  Thru:

Document Group: (ALL)

Document Description: (ALL)

Town: (ALL)

Book:  Page:

Instrument#:

Search

Names Summary

Clear

Fill in the appropriate info here. For this search I have put in the information for Town of Smithfield.

Once your information is filled out remember to press the SEARCH BUTTON

**Step 6:** The IQS database will then pull up all information regarding that business or the individual’s property information whether that be mortgages, deeds, trusts, liens etc. Press the view button when you find what you are looking for.

**Search Results**

A total of 73 documents were found

Viewing List: Search Results

Print | View Selected | All To My Docs | Selected To My Docs

Previous Next First Last Go to Page: 1 You are viewing page 1 of 1

	Select	I	Party	Opposite Party	Type	Book-Page	Instrument	Date
View*	My Doc	<input type="checkbox"/>	2 TOWN OF SMITHFIELD		PARTIAL RELEASE	136-722	1992-2692	01/15/1999
View*	My Doc	<input type="checkbox"/>	2 TOWN OF SMITHFIELD		DEED	382-209	2003-305368	07/01/2000
View*	My Doc	<input type="checkbox"/>	2 TOWN OF SMITHFIELD		MORTGAGE	809-191	2007-5122	12/03/2007
View*	My Doc	<input type="checkbox"/>	1 TOWN OF SMITHFIELD		ATTACHMENTS	854-40	2008-3238	09/17/2008
View*	My Doc	<input type="checkbox"/>	1 TOWN OF SMITHFIELD		MEMORANDUM	874-113	2009-4976	03/04/2009

When you find the document you are looking for Press the VIEW button. There you will be able to see the entire document that was recorded.

This is the record type. This is where you would look especially if there is something specific you are looking for.

Here is where the date of when the documents were processed will be. For Example: If you have several deeds but need one from a specific date this is where you would look.

**Step 7:** Once you are here you may either read through the entire document if you please or if you need an actual copy of a particular document press the Print/Download button and from there it will prompt you to pay for the copies.

The screenshot shows a document viewer interface. At the top, there is a navigation bar with links: Search, Results, View, Names, My Documents, INDEXBOOKS, and LogOut. Below this, a search bar contains the text 'PARTIAL RELEASE 01/15/1992 Inst#: 1992-2692'. A toolbar below the search bar includes buttons for 'Print/Download', 'Zoom Out', 'Zoom In', 'Full Size', 'Best Fit', and 'Fit To Width'. The 'Print/Download' button is highlighted with a red box. A red arrow points from this button to a text box on the right. The document content is displayed in a large font, showing 'BOOK 136 PAGE 722' and 'PARTIAL RELEASE OF MORTGAGE'. Below this, it says 'The Town of Smithfield, the holder of a real estate mortgage'.

To print or download the document that you are interested in press this button and you will be given instructions to pay for copies.

## NEED A DOCUMENTS FROM A LATER PERIOD?

If you need documents from a later date (1850-1964) Follow Steps 1-4 above then read through the following steps below.

**Step 5a:** When you arrive to the IQS search page to find older property documents you will want to press the INDEXBOOKS in the blue bar.

The screenshot shows the 'Smithfield Town Clerk' search page. At the top, there is a navigation bar with links: Search, Results, View, Names, My Documents, INDEXBOOKS, and LogOut. The 'INDEXBOOKS' link is highlighted with a red box. Below the navigation bar, there is a search form with various input fields and buttons. The form includes fields for 'Party 1' (Last Name or Company Name, First Name), 'Party 2' (Last Name or Company Name, First Name), 'From Date', 'Thru', 'Document Group', 'Document Description', 'Town', 'Book', and 'Instrument#'. There are also buttons for 'Search', 'Names Summary', and 'Clear'.

Press on the Indexbooks link in the blue bar to access property documents from 1850-1964.

**Step 6a:** From here it will bring up a very simple page where you can pick specific dates ranging from either 1958-1964, 1948-1957, 1933-1947, 1927-1933, 1917-1927 or 1850-1917. Then you will provide either a last name or first name for the documents you are looking for.

The screenshot shows the INDEXBOOKS search interface. At the top, there are navigation links: Search, Results, View, Names, and My Documents. Below these are three tabs: Search by Name, Go to Page, and Go To Document. The main search area contains three elements: a 'Select Volume:' dropdown menu with '1958-1964 Grantee' selected, a 'Find Name:' input field with 'Last First' above it, and a 'Search' button with 'Last First' above it. Colored boxes highlight these elements: a red box around the volume dropdown, a green box around the name input field, and a pink box around the search button.

Select the time period of the document you are looking for.

Type in the Last Name or the first name of the person you are looking for.

Once you're finished putting in the information press search.

**Step 7a:** From there it will load the document that you need from that time period and if you need a physical copy you can press the **PRINT/DOWNLOAD** button where it will prompt you on how to pay for copies.