

DEED LIST UPDATE INSTRUCTIONS

Updating the Deeds List

1. Make additions or changes to deed list on *g:\clerk\deeds\deed.lst*.
 - a. To insert a new row at the end of a full table:
 - (1) Put cursor on blank line immediately following table (above rev. date)
 - (2) Select Table from menu.
 - (3) Select Insert Rows.
 - (4) Select number of rows needed.
 - (5) Select OK.
 - b. Change revision date.
2. Save file (under same name: *g:\clerk\deeds\deed.lst*).
3. With cursor on updated page, print "Current Page" only under Print Page Range.
4. Replace pages in Deed List red binder with revised pages.

Creating Cover Sheets for Deed Files

1. Open deed list (*g:\clerk\deeds\deed.lst*).
2. Convert to a data file by deleting entire non-table heading on first page ("City of San Leandro Deed List" and ALL returns).
3. Save AS *g:\clerk\deeds\data.mrg* (Yes, replace existing *data.mrg* file).
4. Close file.
5. Open *g:\clerk\deeds\coversht.mrg*.
6. Select Tools from menu.
7. Select Mail Merge.
8. Select Merge.
9. Select Merge again. (After selecting, it will take about 1½ minutes for the computer to merge all records.)

10. Select scroll square on right side of screen and pull down to view most recent deeds.
11. Before printing, check tabs on cover sheets that you want to print. (Multiple lines of Assessor's #s or addresses are often in left margin and need one more tab to be properly aligned.)
12. Print only by page #s (which correspond to deed #s). ((Do NOT print ALL pages!))
13. When closing merged form letters, there is no need to save it.

g:\clerk\deeds\procedrs.doc

File No.:	251
Name (Previous Owner):	Frank Morgan
Assessor's Parcel No.:	
Address of Property:	Davis St. at Gardner
Year:	1953

File No.:	252E
Name (Previous Owner):	Linton & Eveleth
Assessor's Parcel No.:	
Address of Property:	Eveleth St., sewer easement
Year:	1953

File No.:	253
Name (Previous Owner):	State of California
Assessor's Parcel No.:	
Address of Property:	Park purposes (unknown)
Year:	1953

File No.:	254E
Name (Previous Owner):	Pine & Co.
Assessor's Parcel No.:	
Address of Property:	Drainage easement (unknown)
Year:	1953

File No.:	255E
Name (Previous Owner):	Bevilacqua
Assessor's Parcel No.:	
Address of Property:	Leonard Dr., easement
Year:	1953

File No.:	256
Name (Previous Owner):	Central Pacific Railroad & Southern Pacific Railroad
Assessor's Parcel No.:	
Address of Property:	Montague Ave., RR crossing
Year:	1953

File No.: 257
Name (Previous Owner): Southern Pacific Railroad
Assessor's Parcel No.:
Address of Property: Montague Ave., RR Crossing
Year: 1953

File No.: 258E
Name (Previous Owner): LeBrun, Inc.
Assessor's Parcel No.:
Address of Property: Timothy Dr., easement
Year: 1953

File No.:	259
Name (Previous Owner):	H. E. Dunnigan
Assessor's Parcel No.:	
Address of Property:	Karol Way (end of)
Year:	1953

File No.: 260
Name (Previous Owner): M. S. Warenskjold
Assessor's Parcel No.:
Address of Property: Callan Ave.
Year: 1954

File No.:	261
Name (Previous Owner):	R. H. Martin
Assessor's Parcel No.:	
Address of Property:	Callan Ave.
Year:	1954

File No.: 262
Name (Previous Owner): Mendonca & Western Electric
Assessor's Parcel No.:
Address of Property: Aurora Dr., extension
Year: 1954

File No.: 263
Name (Previous Owner): G. Williams
Assessor's Parcel No.:
Address of Property: Callan Ave., widening
Year: 1953

File No.:	264
Name (Previous Owner):	Joseph Sylvia
Assessor's Parcel No.:	
Address of Property:	Callan Ave., widening
Year:	1953

File No.:	265
Name (Previous Owner):	Warenskjold & Foster
Assessor's Parcel No.:	
Address of Property:	Callan Ave., widening
Year:	1954

File No.:

266E

Name (Previous Owner):

San Leandro Industrial Corp.

Assessor's Parcel No.:

Address of Property:

Montague Ave., extension easement

Year:

1954

File No.:	267E
Name (Previous Owner):	San Leandro Industrial Corp.
Assessor's Parcel No.:	
Address of Property:	Teagarden St., easement
Year:	1954

File No.:	268E
Name (Previous Owner):	State of California
Assessor's Parcel No.:	
Address of Property:	Sewer Outfall Channel easement
Year:	1954

File No.:	269
Name (Previous Owner):	H. B. Higgins
Assessor's Parcel No.:	
Address of Property:	Marina Blvd. & Merced St.
Year:	1952

File No.:

270

Name (Previous Owner):

Pine & Co.

Assessor's Parcel No.:

Address of Property:

Fairway Dr., Menlo St. to Merced St.

Year:

1952

File No.:	271
Name (Previous Owner):	Pine & Co.
Assessor's Parcel No.:	
Address of Property:	Pump Station, Firehouse, Tract 1113
Year:	1953

File No.: 272
Name (Previous Owner): San Leandro Industrial Corp.
Assessor's Parcel No.:
Address of Property: Alvarado St.
Year: 1953

File No.:	273
Name (Previous Owner):	Capital Co.
Assessor's Parcel No.:	
Address of Property:	Bonaire Park
Year:	1954

File No.:	274
Name (Previous Owner):	Mary E. Sheperd
Assessor's Parcel No.:	
Address of Property:	California St., Civic Center
Year:	1954

File No.:	275
Name (Previous Owner):	K. Zamarelli
Assessor's Parcel No.:	
Address of Property:	56 California St., Civic Center
Year:	1954

File No.:	276
Name (Previous Owner):	Minnie M. Pelton
Assessor's Parcel No.:	
Address of Property:	Washington Ave.
Year:	1954

File No.:

277

Name (Previous Owner):

San Leandro Unified School District (SLUSD)

Assessor's Parcel No.:

Address of Property:

Williams St.

Year:

1954

File No.: 278E
Name (Previous Owner): Oakland Title Insurance Co.
Assessor's Parcel No.:
Address of Property: Floresta Blvd., public utilities easement
Year: 1955

File No.:

279E

Name (Previous Owner):

Oakland Title Insurance Co.

Assessor's Parcel No.:

Address of Property:

Floresta Blvd., storm drain easement

Year:

1955

File No.:	280E
Name (Previous Owner):	C. R. Adams
Assessor's Parcel No.:	
Address of Property:	Sewer easement (unknown)
Year:	1955

File No.:

281

Name (Previous Owner):

C & S Furniture Co.

Assessor's Parcel No.:

Address of Property:

Preda St.

Year:

1955

File No.:	282
Name (Previous Owner):	Special Equipment Co.
Assessor's Parcel No.:	
Address of Property:	Preda St.
Year:	1955

File No.: 283

Name (Previous Owner): Electro. Engineering Co.

Assessor's Parcel No.:

Address of Property: Preda St.

Year: 1955

File No.: 284

Name (Previous Owner): Foxboro Co.

Assessor's Parcel No.:

Address of Property: Preda St.

Year: 1955

File No.: 285
Name (Previous Owner): Alameda County
Assessor's Parcel No.:
Address of Property: 143rd Ave. Fire Station
Year: 1955

File No.:

286

Name (Previous Owner):

Isadore Grayson

Assessor's Parcel No.:

Address of Property:

Preda St.

Year:

1955

File No.:	287
Name (Previous Owner):	R. C. Braddock
Assessor's Parcel No.:	
Address of Property:	Floresta Blvd., overpass
Year:	1955

File No.:	288E
Name (Previous Owner):	R. C. Braddock
Assessor's Parcel No.:	
Address of Property:	Floresta Blvd., public utilities easement
Year:	1955

File No.:	289
Name (Previous Owner):	Donald E. Wells
Assessor's Parcel No.:	
Address of Property:	Wayne Ave., widening
Year:	1955

File No.:	290E
Name (Previous Owner):	Southern Pacific Railroad
Assessor's Parcel No.:	
Address of Property:	Alvarado St., extension easement
Year:	1955

File No.:	291E
Name (Previous Owner):	Stenzel & Valley
Assessor's Parcel No.:	
Address of Property:	Alvarado St., extension easement
Year:	1955

File No.:

292

Name (Previous Owner):

City of Oakland

Assessor's Parcel No.:

Address of Property:

Davis St.

Year:

1954

File No.:	293
Name (Previous Owner):	City of Oakland
Assessor's Parcel No.:	
Address of Property:	Davis St.
Year:	1954

File No.:	294
Name (Previous Owner):	Izabel A. Silva
Assessor's Parcel No.:	
Address of Property:	Washington Ave. at Marina Blvd.
Year:	1955

File No.:	295E
Name (Previous Owner):	San Leandro Industrial Corp.
Assessor's Parcel No.:	
Address of Property:	Fairway Dr., drainage easement
Year:	1955



File No.:	296
Name (Previous Owner):	Sterling Homes Co.
Assessor's Parcel No.:	
Address of Property:	Grover Cleveland Walkway
Year:	1955