

# Register of Deeds



## Activities

The register of deeds office is responsible for recording all documents pertaining to real estate in the county. These recordings become permanent record of the history of ownership of all real estate in the county. Recordings include deeds, mortgages, discharges, assignments, death certificates, court orders, tax liens, releases, leases, affidavits, land contract and other miscellaneous documents. We also are responsible for collecting state and county transfer tax. Additionally, plats, condominiums, corners and surveys are recorded. Service includes searches of state and federal tax liens and providing copies and certified copies of documents (for a fee). We also help customers search our records by either name or legal description.



## Mission Statement

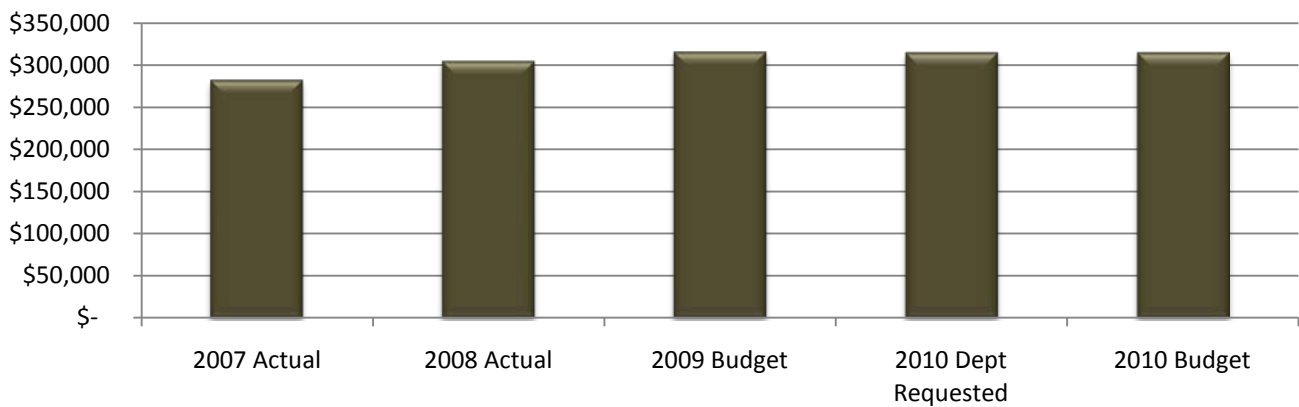
This department will continue the timely recording and indexing of all documents received on a daily basis. In addition, employees will assist members of the public both over the telephone and in person. Employees will continue to be courteous and polite at all times.

# Register of Deeds

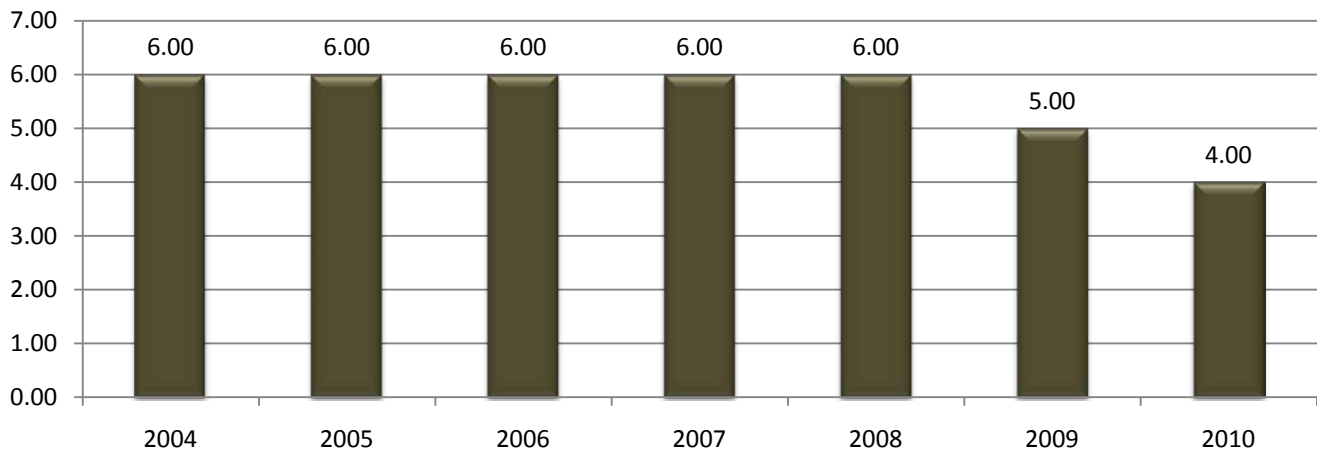
## Expenditure History

	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 DEPT <u>REQUESTED</u>	2010 <u>BUDGET</u>
PERSONNEL SERVICES	266,050	291,832	299,111	298,483	298,483
SUPPLIES & MATERIALS	8,235	6,763	8,100	8,100	8,100
CONTRACT SERVICES	6,046	4,766	6,960	6,960	6,960
OTHER EXPENSES	1,486	932	1,080	1,080	1,080
<b>TOTAL PROGRAM COST</b>	<b>\$281,817</b>	<b>\$304,293</b>	<b>\$315,251</b>	<b>\$314,623</b>	<b>\$314,623</b>

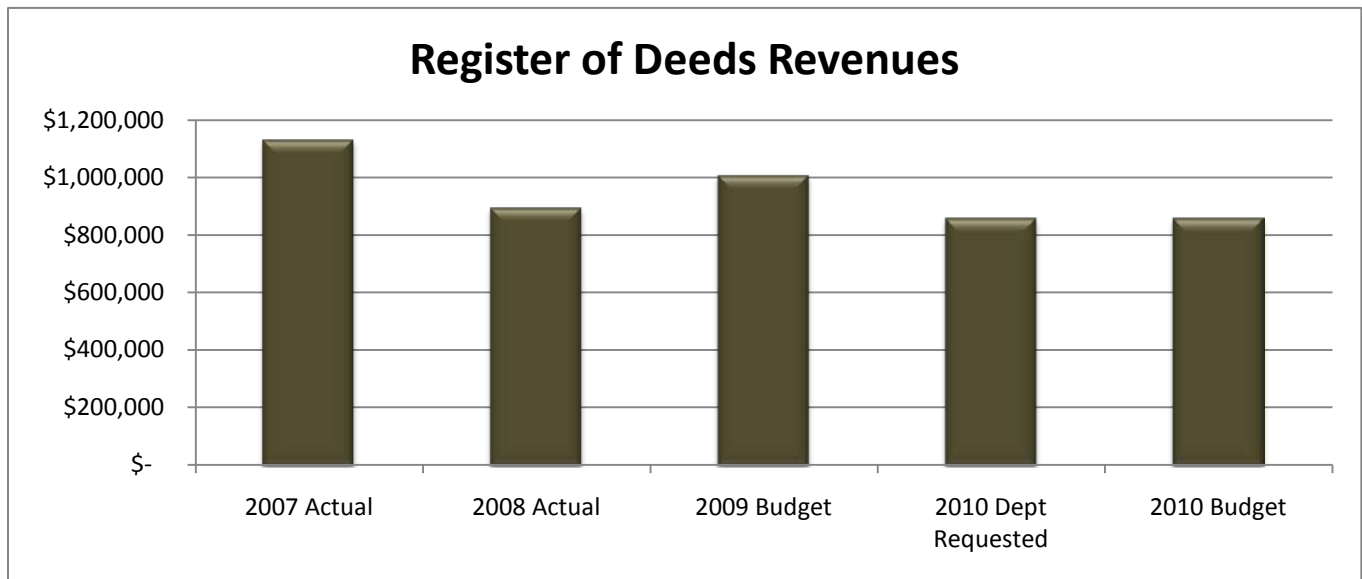
## Register of Deeds Expenditures



## Register of Deeds FTE History



Revenue History					
	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 DEPT <u>REQUESTED</u>	2010 <u>BUDGET</u>
TAXES	416,236	350,986	385,000	250,000	250,000
CHARGES/FEES	711,823	540,747	620,075	607,075	607,075
OTHER	2,393	2,317	2,150	1,850	1,850
<b>TOTAL PROGRAM COST</b>	<b>\$1,130,452</b>	<b>\$894,050</b>	<b>\$1,007,225</b>	<b>\$858,925</b>	<b>\$858,925</b>



### Strategic Plan Impact

- ✓ Economic Development

### Accomplishments

Redaction of Social Security numbers from recorded documents.

Added e-gov capabilities which allow for purchase of recorded documents by credit or debit cards.

### Base Budget Issues

Revenues continue to decrease due to a very slow real estate market and reduced housing prices.

### Budget Adjustments

The budget reflects a 33% reduction in staffing from just 2008.



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