

# REGISTER OF DEEDS ANNUAL REPORT 2019

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RECORD OF  
MORTGAGES

LIBER D

ANTRIM  
COUNTY

# AGENDA

- ▶ Introduction
- ▶ Office Staff
- ▶ Register of Deeds Mission Statement
- ▶ Duties and Responsibilities
- ▶ 2019 Summary
- ▶ Statistics

# INTRODUCTION

- ▶ **Patty Niepoth, Antrim County Register of Deeds**
  - ▶ 34 years with Antrim County Register of Deeds Office
  - ▶ Certified County Officer (CCO)
  - ▶ Master Certified County Officer (MCCO)
  - ▶ MCAO Assessor (Level 2)
  - ▶ Electronic Recording Commission 2018-2021 (ERC)
  - ▶ Elected MAC Representative 2020-2022
  - ▶ Associations:
    - ▶ Michigan Association of Register of Deeds (MARD)
    - ▶ United County Officers Association (UCOA)
    - ▶ Property Records Industry Association (PRIA)
    - ▶ Michigan Land Title Association (MLTA)
    - ▶ International Association of Government Officials (IAGO)
    - ▶ National Association of County Recorders, Election Officers & Clerks (NACRC)



# OFFICE STAFF

- ▶ Patty Niepoth | Register of Deeds
- ▶ Sally Freeman | Chief Deputy
- ▶ Ann Golden | Clerk II
- ▶ Kaitlyn Szczypka | Clerk II |  
Part-Time



# MISSION STATEMENT OF THE ANTRIM COUNTY REGISTER OF DEEDS

Provide timely, secure, and accurate services that are delivered in a prompt and courteous manner.

# REGISTER OF DEEDS DUTIES

- ▶ Duties are prescribed by state law.
- ▶ Official recording office for all legal documents affecting real and personal property in Antrim County. Ex: warranty deeds, quit claim deeds, tax and sheriff deeds, mortgages, assignments, discharges, liens, leases, court documents, etc.
- ▶ Recordings are performed daily.
- ▶ Each document is individually checked to be sure that it meets requirements based on state statutes.
- ▶ Documents are date and timed stamped in when they are received.
- ▶ Each document is numbered consecutively and properly indexed so that the public as well as the businesses that we service such as title searchers and surveyors can easily find documents.
- ▶ Proof of ownership is established according to the records of the Register of Deeds.

# 2019 SUMMARY

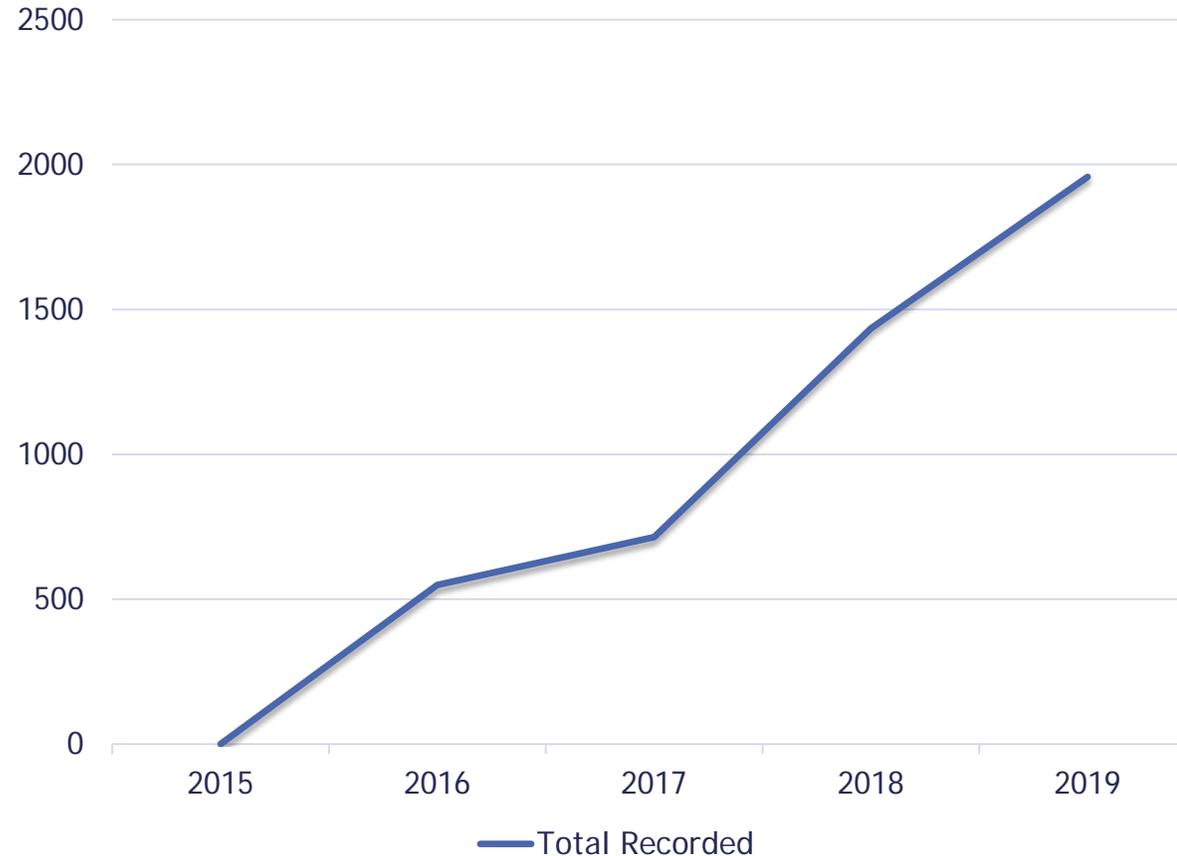
- ▶ Recorded 9,730 documents
- ▶ 34,496 pages scanned
- ▶ Continued recording documents from Treasurers Office electronically
- ▶ State mandates all Surveys be registered for the public record
- ▶ Used two e-file companies Simplifile and EPN
  - ▶ 1,957 electronic documents were recorded in 2019

simplifile®



# STATISTICS: E-RECORDINGS

- ▶ 2015: 0
- ▶ 2016: 549
- ▶ 2017: 714
- ▶ 2018: 1,434
- ▶ 2019: 1,957

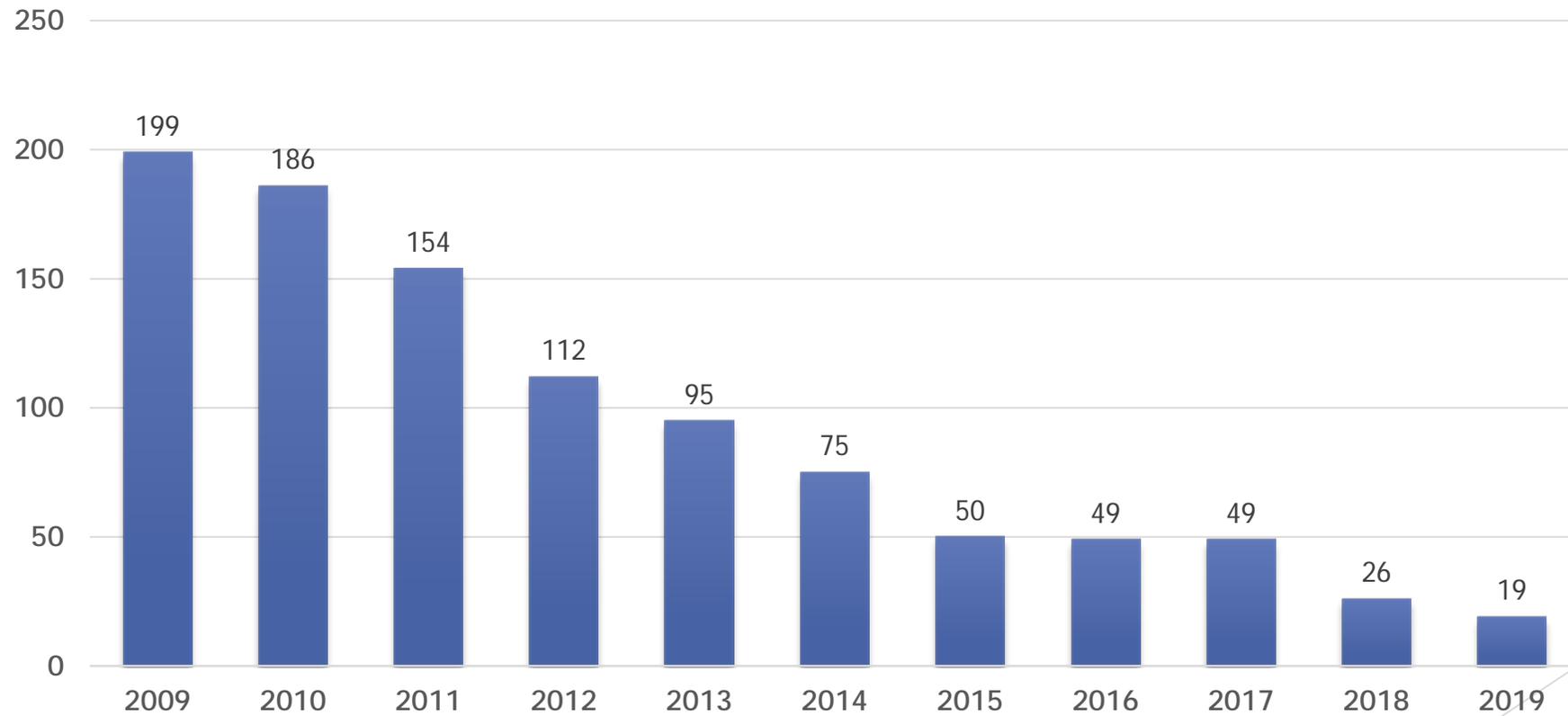


# STATISTICS: REVENUE

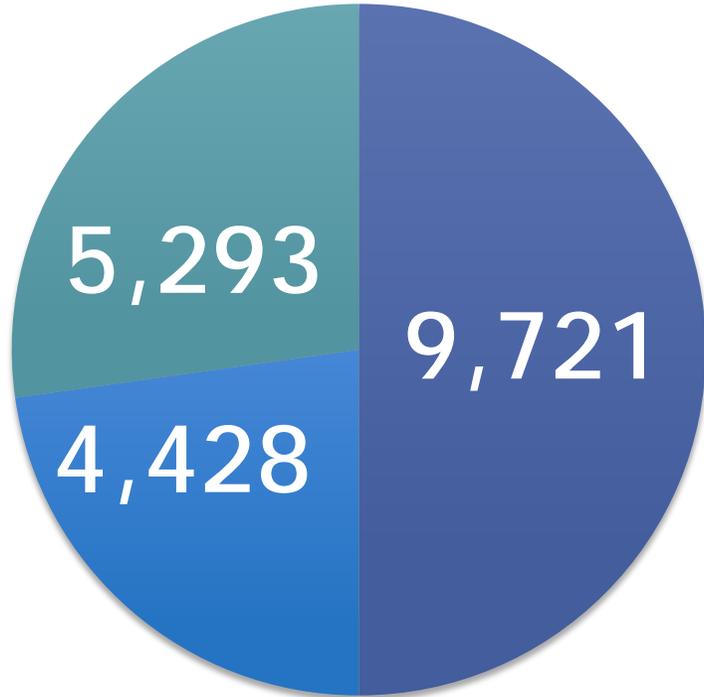
|   | 2018                | 2019                |
|---|---------------------|---------------------|
| <b>*Transfer Tax County</b>               | 200,230.80          | 232,722.05          |
| <b>Transfer Tax State</b>                 | 1,316,441.25        | 1,556,572.50        |
| <b>*Recordings</b>                        | 209,813.00          | 216,328.00          |
| <b>*Copies</b>                            | 15,690.00           | 16,176.45           |
| <b>*Laredo Copy Fund</b>                  | 25,270.00           | 28,281.00           |
| <b>*Revenue Online Usage Laredo</b>       | 10,668.15           | 14,046.25           |
| <b>MSSR-State</b>                         | 31,980.98           | 32,564.10           |
| <b>*MSSR-County</b>                       | 487.02              | 495.90              |
| <b>*Tax Certification</b>                 | 7,585.00            | 8,080.00            |
| <b>Totals</b>                             | <b>1,818,166.20</b> | <b>2,105,266.25</b> |
| <b>Antrim County Net Activity</b>         |                     |                     |
| <b>Automation Fund</b>                    | 48,365.00           | 48,605.00           |
| <b>*Monies Deposited in Antrim County</b> | <b>469,743.97</b>   | <b>516,129.65</b>   |

# STATISTICS: SHERIFF DEEDS

## Sheriff Deeds Per Year



# STATISTICS: REJECTED DOCUMENTS



- Total number recorded documents (9,721)
- Number of rejections (4,428)
- Documents in recordable form upon first presentation (5,293)

- ▶ Documents must meet Michigan State Statutes and office standards to be considered “in recordable form.”
- ▶ Documents that don’t meet these standards are rejected.
- ▶ Rejected documents are time consuming to correct.

# The Antrim County Register of Deeds Office looks forward to maintaining our services and helping the tax payers of Antrim County by:

- ▶ Continuing to accept credit/debit cards for payments.
- ▶ Encouraging more electronic e-filing for ease of service.
- ▶ Continuing our back indexing and scanning projects.
- ▶ Providing excellent customer service.
- ▶ Building strong working relationships.
- ▶ Providing 24/7 access to recorded documents electronically.