

# Register of Deeds Annual Report 2016

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# Agenda

- Introduction
- Office Staff
- Register of Deeds Mission Statement
- Duties and Responsibilities
- Year Summary
- Statistics
- Goals for 2017

# Introduction

- Bio

- 30 years with Antrim County Register of Deeds Office
- Certified County Officer (CCO)
- Master Certified County Officer (MCCO)
- MCAO Assessor (Level 2)
- 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

- Staff
  - Patty Niepoth- Register of Deeds
  - Sally Freeman- Chief Deputy
  - Stacy Belanger- Clerk II
  - Melissa Perry- Clerk II



# Mission Statement for 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. Ex: warranty deeds, quit claim deeds, administrator deeds, tax and sheriff deeds, mortgages, assignments, discharges, liens, leases and court documents.
- 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.

## Register of Deeds Duties (cont.)

- 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.

# Year Summary

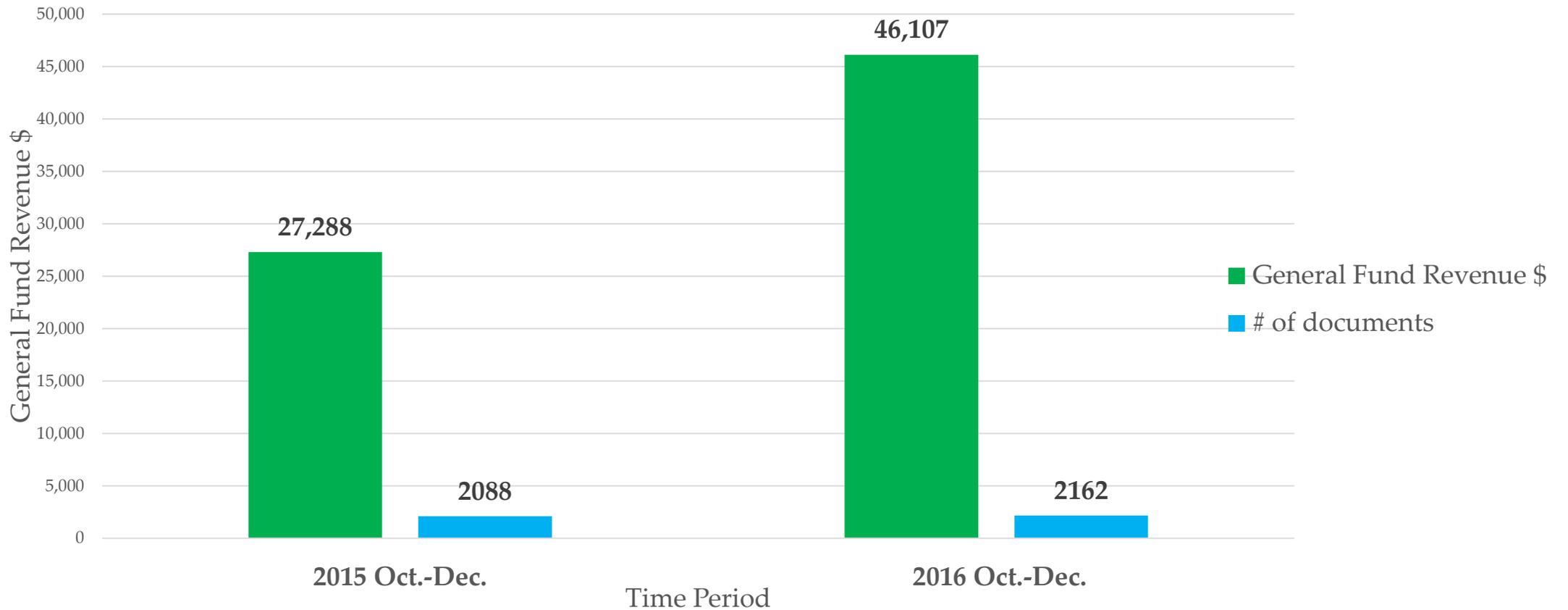
- Recorded 9,897 documents.
- Images 33,671 (scanned pages).
- Recording documents from Treasurers Office electronically.
- Recording fee increased to a predictable fee.
  - October 1, 2016 fee changed from \$14.00 to \$30.00.
- Used two e-file companies Simplifile and EPN
  - 549 electronic documents were recorded in 2016.
  - Constitutes 5.5% of all documents that we recorded electronically for 2016.

# Statistics: Revenue

	2014	2015	2016
*Transfer Tax County	152,739.95	173,891.85	200,140.60
Transfer Tax State	977,268.75	1,143,986.24	1,329,123.75
*Recordings	153,738.00	150,511.00	133,232.00
*Searches	65.00	55.00	20.00
*Copies	35,314.00	25,289.00	21,020.00
*Laredo Copy Fund		3,655.00	15,347.00
*Revenue Online Usage Laredo		1,560.00	5,961.25
MSSR-State	26,193.12	28,696.84	30,578.34
*MSSR-County	398.88	437.16	465.66
*Tax Certification	1,382.00	4,889.00	7,480.00
<b>Totals</b>	<b>1,347,099.70</b>	<b>1,532,971.09</b>	<b>1,743,368.60</b>
<b><u>Antrim County Net Activity</u></b>			
Automation fund	47,085.00	51,365.00	49,335.00
*Monies Deposited in Antrim County	344,287.82	360,676.01	383,666.51

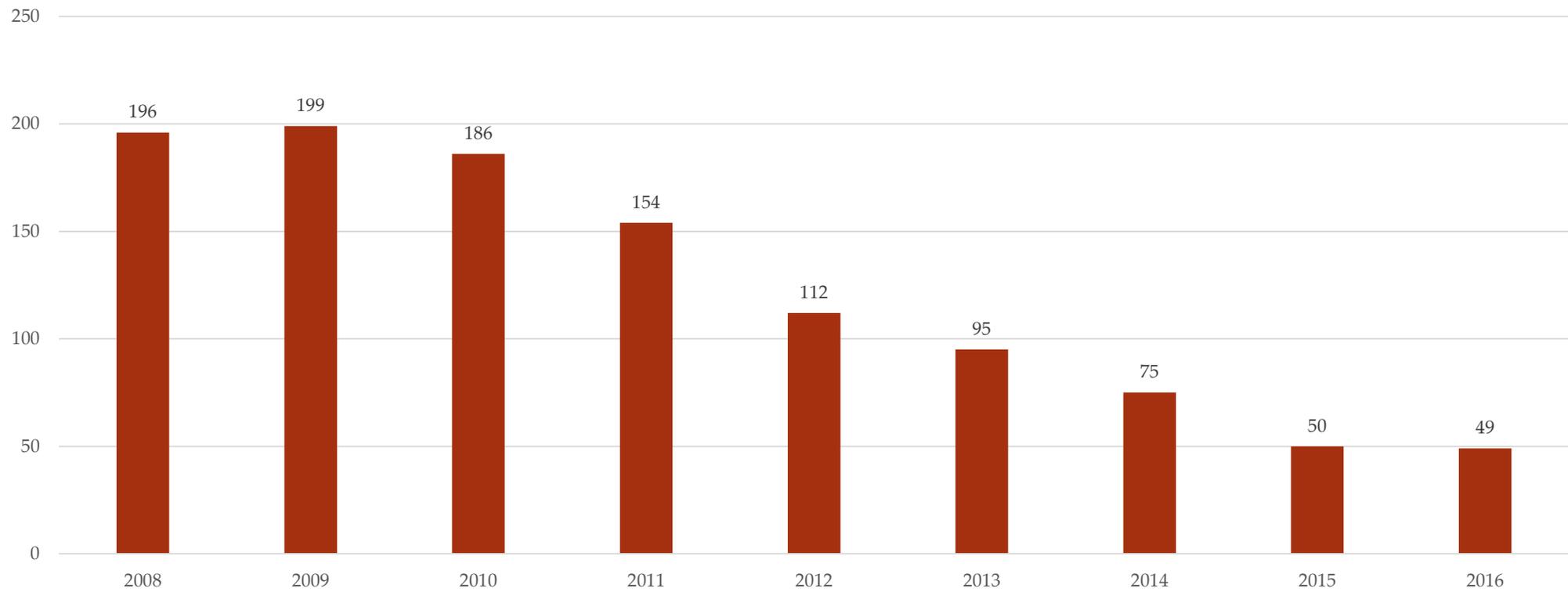
# Statistics: Revenue Increase

Revenue from Predictable Fee Increase

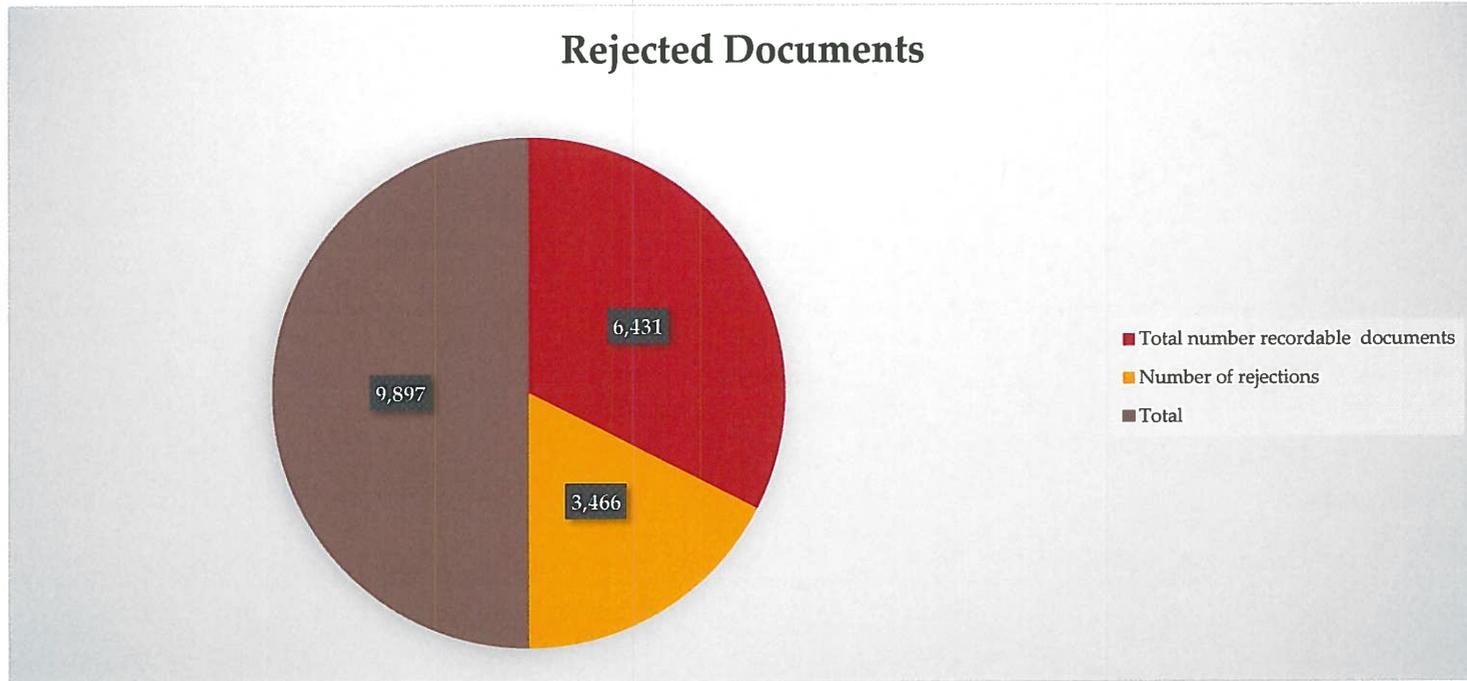


# Statistics: Sheriff Deeds

Sheriff Deeds 2008 to 2016



# Statistics: Rejected Documents



# Goals for 2017

- Looking into accepting credit/debit cards for payment.
- Working on establishing more electronic e-filing services.
- Continue to move forward with back indexing and scanning.
- Continue to provide excellent customer service.
- Increase safety measures within the office.