

**Ottawa County  
Register of Deeds**

**2012 Annual  
Report**



**Gary Scholten, Register of Deeds**

**Chief Deputy:**

Katherine Haiker

**Administrative Assistant:**

Rachel Sanchez

**Team Leader:**

Amber Reagan

**Staff:**

Connie Barker

Brenda Cobb

Elizabeth Lange

Mary Beth Rokisky

**Out Stationed Staff**

**Grand Haven Public Service Center Vault:**

Terrance Sands

**Holland District Court:**

Christine Williams

**Contractual Help:**

Benjamin Barker

Kim Harter

Rebecca Simon

*"Where good deeds are recorded every day."*



## **Our Mission Is .....**

To put into public record and make transparent all Ottawa County land related documents to safeguard ownership and monetary obligations.

## Ottawa County Register of Deeds 2010-2012 Statistics

Documents Recorded	2010	2011	2012
Deed Related Documents	1,400	1,344	1,486
Master Deeds	8	2	2
Quit Claim Deeds	2,775	2,540	2,946
Sheriff Deeds	953	827	552
Warranty Deeds	4,497	4,846	6,224
<b>TOTAL DEEDS</b>	<b>9,633</b>	<b>9,559</b>	<b>11,210</b>
Assignment of Mortgages	1,818	1,585	1,934
Discharge of Mortgages	12,566	12,383	14,776
Mortgages	11,847	10,649	13,816
Mortgage Related Documents	3,068	2,800	3,028
<b>TOTAL MORTGAGES</b>	<b>29,299</b>	<b>27,417</b>	<b>33,554</b>
Liens	445	587	697
Federal Tax Liens	461	338	244
Lien Related Documents	1,564	1,425	1,567
MESC Tax Liens	574	415	379
State Tax Liens	756	627	612
<b>TOTAL LIENS</b>	<b>3,800</b>	<b>3,392</b>	<b>3,499</b>
Certificate of Trusts	1,124	1,171	1,425
Death Certificates	773	816	944
Miscellaneous Documents	4,193	4,017	4,435
Notice of Commencement	227	262	373
Power of Attorney	374	396	473
<b>TOTAL MISCELLANEOUS</b>	<b>6,691</b>	<b>6,662</b>	<b>7,650</b>
<b>TOTAL DOCUMENTS</b>	<b>49,423</b>	<b>47,030</b>	<b>55,913</b>

### Mortgage Foreclosures by Government Unit

<b>Township</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Allendale	6	11	21	24	36	23	32	31	21
Blendon	4	2	9	12	12	5	12	15	4
Chester	1	2	4	6	7	5	8	8	6
Crockery	3	9	12	22	19	19	15	27	14
Georgetown	28	26	69	124	119	101	107	101	84
Grand Haven	12	13	27	42	47	45	74	51	26
Holland	47	61	92	136	170	208	175	128	64
Jamestown	4	14	5	19	40	15	15	18	8
Olive	6	7	7	14	13	12	13	6	12
Park	14	20	31	47	55	83	73	44	47
Polkton	1	3	2	3	3	9	8	5	2
Port Sheldon	4	6	9	14	22	11	14	12	9
Robinson	6	7	19	25	26	30	22	29	25
Spring Lake	15	19	33	32	39	56	60	57	37
Tallmadge	2	9	11	19	17	15	8	16	10
Wright	6	7	8	9	11	10	8	6	6
Zeeland	7	4	7	55	21	12	15	22	15
<b>Cities</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Coopersville	2	3	13	20	21	14	16	13	12
Ferrysburg	9	4	10	18	15	12	18	12	7
Grand Haven	18	19	21	41	56	46	59	45	36
Holland	57	81	102	128	163	150	154	149	84
Hudsonville	4	5	7	22	17	20	28	14	10
Zeeland	6	8	21	18	28	27	19	18	14

## We Serve .....

**This office is one facet of county government that touches numerous other offices and is critical to the operation of county government.**

- Treasurer's Office.
- Clerk's Office.
- GIS.
- Equalization.
- Water Resources Commissioner.
- Environmental Health.
- The Courts.
- The Sheriff's Department.
- Local Government Units.
- MDOT.
- The Community Action Agency.
- The State of Michigan.
- The Internal Revenue Service.

## **In the Year 2012 We.....**

- Electronically recorded 13,414 documents. That is approximately 25% of all documents recorded for the year.
- Continued to electronically record documents from the Treasurer's office.
- Implemented Lynx (Sales Watcher) in Grand Haven Township.
- Back indexed documents, preserving an electronic record, back to 1880 (deeds & deed related documents only) and linked the computerized images to these indexes.
- Continue to market Internet access to our index of records back to the 1800's on a subscription basis through our software vendor.
- Became Certified Acceptance Agents for the National Passport Center and began processing Passport applications the last quarter of 2012.

## Production Activity .....

- ❖ Recorded 55,913 documents.
- ❖ Recorded 107 different document types.
- ❖ Recorded an average of 199 documents per day.
- Imaged a total of 262,524 pages



- 1998 - 2000 = 3 page average per document
- 2001 - 2002 = 4 page average per document
- 2003 - 2005 = 5 page average per document
- 2006 - 2007 = 4.5 page average per document
- 2008 - 2009 = 4.35 page average per document
- 2009 - 2012 = 4.5 page average per document

## Of the 55,913 Documents recorded .....



- ❖ 13,816 Mortgages and 14,776 Discharge of Mortgages account for approximately 50% of our documents.
- ❖ 552 Sheriff Deeds (mortgage foreclosures) were recorded. This is about a 33% decrease from 2011. Seventy-three of these sales were redeemed by the owner.
- ❖ Three Plats (Subdivisions) were recorded.
- ❖ Two Master Deeds (Condominium Projects) were recorded.

## Revenue Generated in 2012 .....



- ❖ \$891,468 in recording fees
- ❖ \$184,978 in bulk sales (Register's discretion to sell) & miscellaneous sales
- ❖ \$105,549 in internet sales the Register of Deeds authorized
- ❖ \$982,710 County Real Estate Transfer Tax

**Total revenue generated for county use : \$2,164,705** 

In addition this office collected:

- ❖ \$5,970,739 for State Real Estate Transfer Tax (school aid fund) 
- ❖ \$216,122 for Michigan Survey Monument Replacement Program 

## Automation Fund Revenue Generated in 2012 .....

- ❖ \$273,783 from the \$5.00 per document recording fee 
- ❖ \$5,091 Interest from Investments 

## Regular Office Expenses in 2012 .....

- ❖ \$578,672 which includes:
  - \$524,800 in personnel & benefits
  - \$53,872 in operational costs & administrative services

*Revenue over expenditures in the General Fund: \$1,586,033* 

## Automation Fund Expenditures in 2012 .....

- ❖ \$189,236 includes software/hardware purchases, IT indirect costs, back indexing & imaging costs and other contracts dealing with upgrading technology and creating readable, searchable images from paper records, etc...

## Goals for 2013 .....

- ❖ Work with staff to effect positive outcomes while combining the offices.
- ❖ Increase eRecording percentages to 40%.
- ❖ Increase the number of local government units using Lynx software.
- ❖ Make all recordable documents available to the public.
- ❖ Maintain microfilm as archival back up of all recorded images stored offsite.
- ❖ Take advantage of the OnBase software to electronically certify documents.
- ❖ Receive training to provide coverage for other divisions when possible.
- ❖ While the technology age has provided vast advantages on how we do business, it unwittingly fosters an environment for identity thieves. To combat that we train employees to be alert and scrutinize documents for fraud. Common sense by government employees is still the best guide to follow when dealing with these issues.
- ❖ To practice stringent quality control when approving received documents for recording. Continue to offer submitter quality control training.
- ❖ Accurately back index 6 searchable fields of recorded documents. To back index oil & gas leases.
- ❖ To continue to work with the Treasurer's Office, Equalization and GIS to decrease redundancies throughout all 4 departments. This will further enhance each department's work flow.