



RECORDER

Salt Lake County Recorder's Office

The Statutory Duties of the Salt Lake County Recorder's Office are as Follows:

Under UCA 17-21 the County Recorder will:

- Be custodian for all recorded documents (UCA 17-21-1)
- Not alter any record (UCA 17-21-17)
- Check that a document meets the recording requirements before recording (UCA 17-21)
- Endorse all documents present for recording (UCA 17-21-13)
- Keep and index of all recorded documents (UCA 17-21-9, 10 & 14)
- Report all property changes to the County Assessor's Office (UCA 17-21-22)
- Expect payment in advance (UCA 17-21-18)
- Follow fees established by Utah Legislature (UCA 17-21-18.5)

The mission of the Salt Lake County Recorder's Office is to record and protect the citizen's right to hold and own real property by maintaining comprehensive, accurate and searchable records of all property transactions, and ensuring a permanent chain of title.

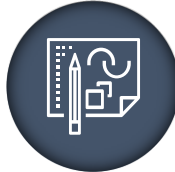


Salt Lake County Recorder's Office

Our Business Function



- Ensure **Chain of Title** / Ownership.
- **Record Deeds** and other documents, that affect real property ownership.



- **Create New Parcels** based on legal descriptions.
- Create **Parcel Maps** and maintain each parcel in the county.



- Make this information **Searchable** through indexing (name, location, etc.).
- All tax system processes **start** in the Recorder's Office.

Salt Lake County Recorder's Office

County Council Fees

- Custom data requests | **Varies**
- Data Services | **Tiered**
- Document copies | **\$2**

*Data Services:

- Free public search
- \$5/day access
- Tiered pricing based on usage

- Document recordings | **\$40**
- Plat map recordings | **\$50**
- Certifications | **\$5**

Statutory Fees



Salt Lake County Recorder Documents

2021

Total Documents Recorded:
341,143

2022

Total Documents Recorded:
198,390

149 Document Types Recorded in 2022

Top 3 Documents Recorded

- Deed of Trust: 49,433
- Deed of Reconveyance: 46,722
- Warranty Deed: 30,557

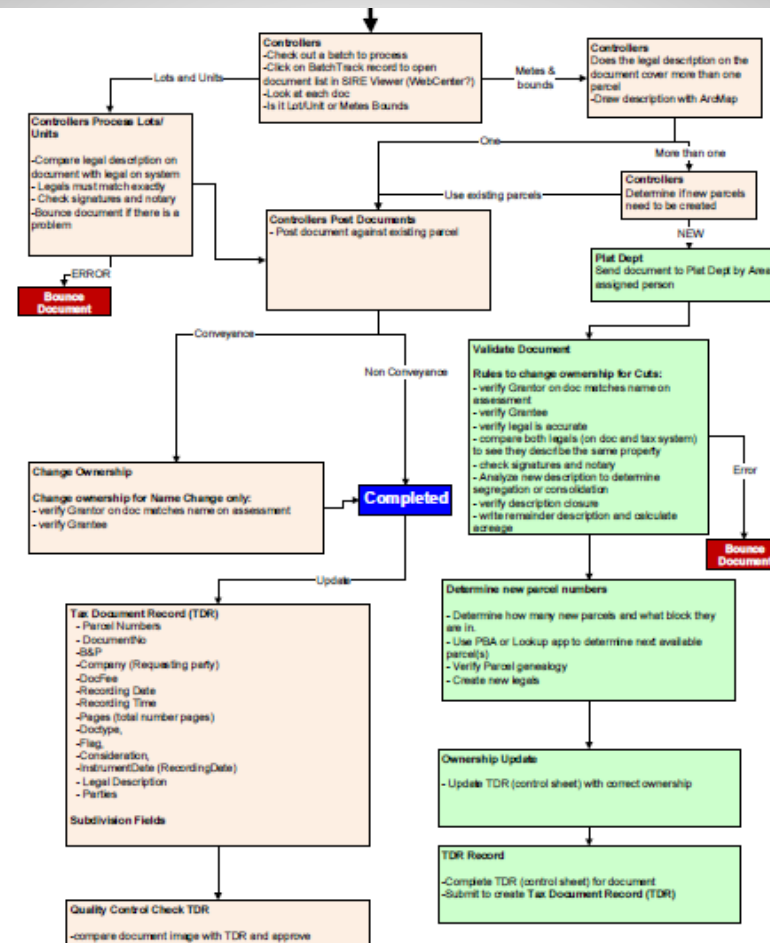
Year	Documents
2012	240,908
2013	230,899
2014	185,743
2015	227,735
2016	247,245
2017	243,230
2018	222,490
2019	248,540
2020	357,412
2021	341,143
2022	198,390

Salt Lake County Recorder's Office

Recording Process

This is the Process that needs to be completed for each document received before recording is finalized.

In 2022, 74% of recorded documents in Salt Lake County were eRecorded



Salt Lake County **Recorder's Office**

Race/Notice to Record State Speed of Business



When a document is accepted by the recorder's office for recording, the recorder shall



Endorse upon the first page of the document an entry number and the time when the document was accepted, noting the year, month, day, hour, and minute of its reception, and the amount of fees for recording it.



Record the document during office hours in the order it was accepted.

PROPERTY WATCH

Salt Lake County **Recorder's Office**

Protection

- Property Watch Registrations: **18,577**
- Recorded Document Notifications:
27,169

"The power of Property Watch is that you're able to stay notified. It's empowering, It's a powerful and useful service to help protect ownership."



Salt Lake County Recorder's Office

2023 Outcomes & Indicators



Retain Excellent Employees

- Annual rate of employee turnover (20%)
- Rate of employees earning 3s or above on quarterly performance appraisals (95%)
- Quarterly rate of customer satisfaction from feedback surveys (90%)

Offer Efficient and User-Friendly Data Services

- Quarterly rate of fees that are timely and accurately collected from Data Services subscribers (95%)
- Quarterly rate of customer satisfaction from feedback surveys (90%)

Provide First-Rate Customer Service

- Quarterly rate of customer satisfaction from feedback surveys (90%)
- Quarterly rate of data entry errors in DARWIN (document processing and mapping system) (3%)
- Quarterly rate of employees meeting or exceeding customer service performance appraisal goals (95%)



Questions?