



Salt Lake County Recorder's Office Operations During COVID-19 Mitigation Measures

Continuing to Provide Essential Services:

- The Salt Lake County, Recorder's Office is classified as an "essential service", is **open** and has been **fully operational** during the "**Stay Home, Stay Safe**" order.
- It is imperative for us to stay open and accessible to our customers to **process all recordings** including their trust deeds, quit claim deeds, refinances, and new subdivisions which allow **new housing** to be built, helping with the housing crisis.
- From January 1, 2020 to April 21, 2020 we **recorded 88,410 documents**, while January 1, 2019 to April 21, 2019 we recorded 59,288 documents.
- This represents an **increase of 49%** in documents recorded in comparison to this same time period in 2019.

Protecting Our Employees and the Public:

- **75%** of our staff is **working from home** and are in constant communication with the Administration.
- We have implemented **additional processes** to keep our staff and customers safe.
- Staff is practicing **social distancing**.
- Using **face masks** and **gloves** in all common areas.
- Performing **frequent sanitation** in all common areas.
- Requiring single-person research and recording by **appointment only**, ensuring only one person is in the lobby at a time.
- Offering **more information** to customers in **digital format**.

Innovation During COVID-19 Mitigation Period:

- Launching **Property Watch**, a new **free** service which is a valuable tool for Salt Lake County property owners. This subscription-based **service** ensures that they have complete, timely information by sending notification of **any recording on their property**, <https://slco.org/data-services/PropertyWatch/PropertyWatch.aspx>
- The Salt Lake County, Records Office continues to innovate by **developing** a new, more **user-friendly**, streamlined and informative website, <https://slco.org/recorder/>
- Both the enhanced **website** and **Property Watch** service were **created** by Barbi Rollins, the **Recorder's Office** Applications Programmer.
- **All information** provided during the Property Watch registration process will **only be used for the purposes of this service**.

Maintaining Strict Financial Controls:

- Implemented a **hiring freeze**.
- **Halted all spending** unless it directly relates to COVID-19.

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- The Recorder's Office operations are funded **entirely by user fees**, resulting in 100% self-sufficiency. **There are no tax dollars in our budget.** Our operating expenses are all covered by earned revenue paid for by the people and companies who are receiving the services.

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