

# The Recorder's Report

Ann M. Radcliffe, Lake County Recorder

## Recorder's Message

By: Ann M. Radcliffe

As your County Recorder, I am responsible for maintaining permanent land records of ownership for every square inch of property in Lake County. Great care is taken to ensure that the documents received are promptly recorded, correctly indexed and made easily accessible to the public.

My goal has always been to use cost effective technology to streamline the workload without sacrificing accuracy and I believe that we have accomplished this. For Example:

- ❖ Deed index is current.
- ❖ Two – three day turnaround time for documents.
- ❖ Escrow account statements are automated eliminating the cost of paper and postage.
- ❖ E-Recording of documents eliminating scanning and enables faster public view of images.

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## Meet Ann:

Ann, a life-long Lake County resident, first stepped into the county Recorder's Office at the early age of 15 when she began working for a real estate title company owned by a family friend. After 27 years of being on the public side of the counter she was elected Lake County Recorder in 2012 and now works daily to serve to the public.

Ann is a graduate of Lake Catholic High School and Kent State University with a B.A in Criminal Justice. Before being elected Recorder she was elected and served as a Governing Board Member for the Lake County Educational Service Center and Auburn Career Center.

Ann currently serves on the Microfilming Board as Secretary and Chief Administrator, the Automatic Data Processing Board and the Records Commission. She is a member of the Ohio Recorders Association, Coalition for Housing & Supportive Services of Lake County, Lake County League of Women Voters and Painesville Rotary Club.

*"After 2 years in office I can still say that I am not a politician, but a hands-on Recorder who works full-time with my staff to meet the needs of the public and get the job done." Ann Radcliffe*



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Lake County Recorder's Office

## Veteran Identification Cards

*"Few things have been as rewarding as working on with the Lake County Veteran Services and the Lake County Chambers on the Veteran ID card program." Ann Radcliffe*

Lake County Recorder's Office is pleased to announce a new program benefiting our Veterans. This program allows veterans to obtain a photo ID card which enables them to prove their military status and to receive discounts on an ever growing list of merchants and businesses.

ID cards can be obtained:  
Monday thru Friday  
8:00am to 4:00pm

Visit our website for a list of benefits provided by the Lake County Chambers.

[www.lakecountyohio.gov/recorder/VeteranIDCard](http://www.lakecountyohio.gov/recorder/VeteranIDCard)

## Requirements to receive a card:

1. A legible **Original** or **Certified copy** of your Honorable discharge paperwork (DD214) to be recorded, at no charge. (DD214 will be returned to veteran by mail after processing. It can also be picked up by the veteran.)
2. A valid identification card.
  - If the Honorable discharge is not legible, it must be followed by a letter from the VA translating the discharge.
  - If your Honorable discharge is already recorded in this office, please let us know and we can look it up.

*Thank you for your service to our country!*



## Recorder's Office Document Reports

### Full Year - 2013

Deeds	6,362
Mortgages	9,496
Soldier's Discharge	18
Other	22,049
Total documents recorded	37,925

### 10 Months - 2014

Deeds	5,814
Mortgages	6,202
Soldier's Discharge	1,374
Other	14,917
Total documents recorded	28,307



### DATES TO REMEMBER

Thanksgiving Day and Friday After  
November 27<sup>th</sup> and 28<sup>th</sup>  
CLOSED

Christmas Day and Friday After  
December 25<sup>th</sup> and 26<sup>th</sup>  
CLOSED

New Year's Eve  
December 31<sup>st</sup>  
OPEN all day

New Year's Day  
January 1<sup>st</sup>  
CLOSED

Martin Luther King Jr. Day  
January 19<sup>th</sup>  
CLOSED

## Duties of the Recorder

- Makes a complete, accurate and permanent record of every document pertaining to the conveyance and encumbrance of land within the county.
- Maintains permanent land records, retains them in archival form, and makes them constantly accessible to the public.
- Enforces more than 1000 sections of state law in the Ohio Revised Code pertaining to the duties of the Recorder's office.
- Takes great care to ensure that every document received is accurately filed, recorded and indexed.
- Serves on the county's **RECORD COMMISSION** which authorizes the retention of county records and determines when or how these government records may be disposed.
- Serves on the county's **AUTOMATIC DATA PROCESSING BOARD** to authorize any purchase, lease, or contract for data processing equipment for county offices.
- Serves as secretary and chief administrator of the county's **MICROFILMING BOARD** to authorize any purchase, lease or contract for microfilming equipment in county offices and to oversee the operation of the county's microfilming center services.
- Collects fees for documents filed in the Recorder's office and pays these monies into the county's general fund.
- Maintains an accurate record of all monies appropriated to the Recorder's office including preparation of annual budget and reports, vouchers, purchase orders, etc., and maintains all payroll records, sick and vacation leave records and other records pertaining to the Recorder's staff.
- Files annually an ethics report, inventory of office equipment, affirmative action report, depository agreements for funds and every other report as required by law.
- Notifies boards of county commissioners and township-trustees annually of their duty to file zoning resolutions, maps and amendments.

## Recorded Documents



## E-Recording

### Deeds/Affidavits

- ❖ Warranty Deeds/Quit Claim Deeds/Survivorship Deeds
- ❖ Sheriff's Deeds
- ❖ Affidavits of Joint Survivorship
- ❖ Transfer on Death Beneficiary Affidavits
- ❖ Transfer on Death Confirmation Affidavits

### Liens

- ❖ Mechanic's Liens/Federal Tax Liens
- ❖ Corrupt Activity Liens/Medicaid Fraud Liens
- ❖ Ohio Unemployment Liens/Workers Compensation Liens

### Mortgages

- ❖ Mortgage Releases
- ❖ Assumptions/Encumbrances/Assignments
- ❖ Subordinations/Waiver of Priority

### Other

- ❖ Military Service Discharge (DD214)
- ❖ Easements/Restrictions/Declaration and By-Laws
- ❖ Subdivision and Condominium Plats
- ❖ Leases/Land Contracts/Partnerships
- ❖ Trusts/Living Wills/ Powers of Attorney

*"Lake County is very thrilled to launch E-Recording of real estate documents," says Ann Radcliffe, Lake County Recorder. "This efficient way to file documents will ensure recording without waiting in lines, alleviate last minute rushes to the Recorder's Office and make the documents available for viewing faster after recording."*

The Lake County Recorder's Office began E-Recording documents on October 31<sup>st</sup>. E-Recording has many benefits for mortgage companies, banks and title companies as it saves time and money. For The Recorder's Office, the savings is in paper, postage, staples, and envelopes, helping us "go green".

Since documents are sent electronically, there is no need to scan and mail the document back to the customer.

**NOTE:** Any documents that need to go through the Transfer office cannot be E-Recorded at this time. Contact us for more information.

## Word Search – Real Estate Terms - Issue 1

T	Q	E	W	N	E	G	R	A	N	T	O	R	T
I	P	A	R	O	L	Y	E	U	I	O	P	A	E
T	O	S	M	T	E	B	C	R	E	D	I	T	S
L	W	E	F	A	A	F	O	X	Z	P	O	E	S
E	E	M	E	R	S	G	R	T	A	Y	U	I	A
A	R	E	E	Y	E	G	D	H	S	H	L	O	X
Q	O	N	S	C	H	L	E	A	S	E	T	M	C
V	F	T	I	D	O	T	R	W	I	M	S	U	O
I	A	G	M	R	L	G	A	D	G	K	U	H	N
M	T	H	P	U	D	E	C	G	N	O	R	T	D
I	T	K	L	F	R	Y	R	B	M	Y	V	E	O
A	O	H	E	D	N	P	E	T	E	G	E	R	M
L	R	Z	X	A	Q	L	N	J	N	D	Y	C	I
C	N	L	O	K	H	M	W	K	T	F	D	E	N
T	E	L	U	I	O	P	O	L	N	O	T	E	I
I	Y	I	L	E	N	D	E	R	U	I	O	T	U
U	S	E	S	C	R	O	W	C	T	V	B	N	M
Q	H	N	T	R	U	S	T	E	E	G	P	A	V
D	A	F	F	I	D	A	V	I	T	L	A	R	C
B	U	W	A	R	R	A	N	T	N	K	X	G	T
T	I	D	E	R	C	F	O	E	N	I	L	Q	E

AFFIDAVIT  
ASSET  
ASSIGNMENT  
CONDOMINIUM  
CREDITS  
DEED  
EASEMENT  
ESCROW  
FEE SIMPLE  
GRANTEE

GRANTOR  
LEASE  
LEASEHOLD  
LENDER  
LIEN  
LINE OF CREDIT  
LOAN  
MORTGAGE  
NOTARY  
NOTE

OWNER  
POWER OF ATTORNEY  
PUD  
QUIT CLAIM  
RATE  
RECORDER  
SURVEY  
TITLE  
TRUSTEE  
WARRANT