

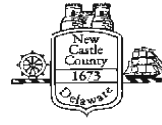
RECORDER OF DEEDS

FY2018

RECOMMENDED BUDGET

TO COUNTY COUNCIL

April 10, 2017



MISSION

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The mission of this office is to place the customer first. We strive to continuously improve the services we provide to individual citizens and business organizations. Our objective is to provide the services you need efficiently and effectively, through teamwork and dedication.

Recorder of Deeds FY 2018

Recorder of Deeds
27 Positions

The Recorder of Deeds is the repository for all land transaction records and financing statements in New Castle County. Our responsibilities include receiving, recording, processing and delivering the following: deeds, deed restrictions, easements, mortgages, assignments, satisfaction of mortgages, partial releases of mortgages, federal tax liens, plot plans and all other documents proper to be recorded. We record approximately 6,000 documents a month. Under Chapter 96 of the Delaware Code, this office is elected, and is responsible for recording, indexing, maintaining and making available to the public all records stated above. We also operate a state of the art library, where all documents recorded in our office are available. This library is used by many lawyers, title companies and the general public on a daily basis. For those people that are not able to visit our library, many of our documents are available on-line through our web page.

The Recorder of Deeds office provides the above services and collects fees set by County Council. The revenues are turned over to the New Castle County general operating fund.

In addition, the office also collects the transfer taxes for New Castle County, the State of Delaware, and several other municipalities.

Recorder of Deeds FY2018

MISSION
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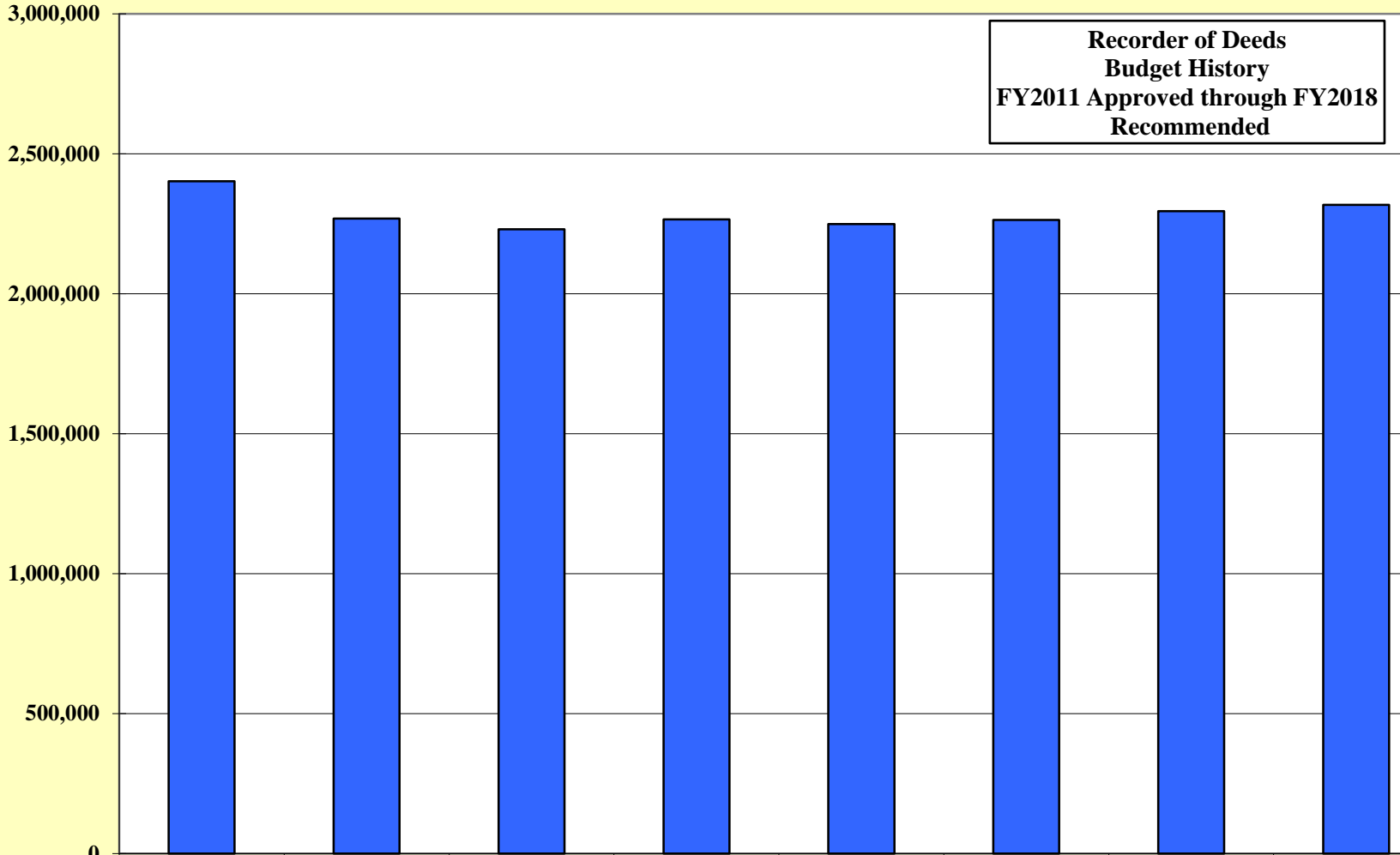
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Recorder of Deeds
Michael E. Kozikowski

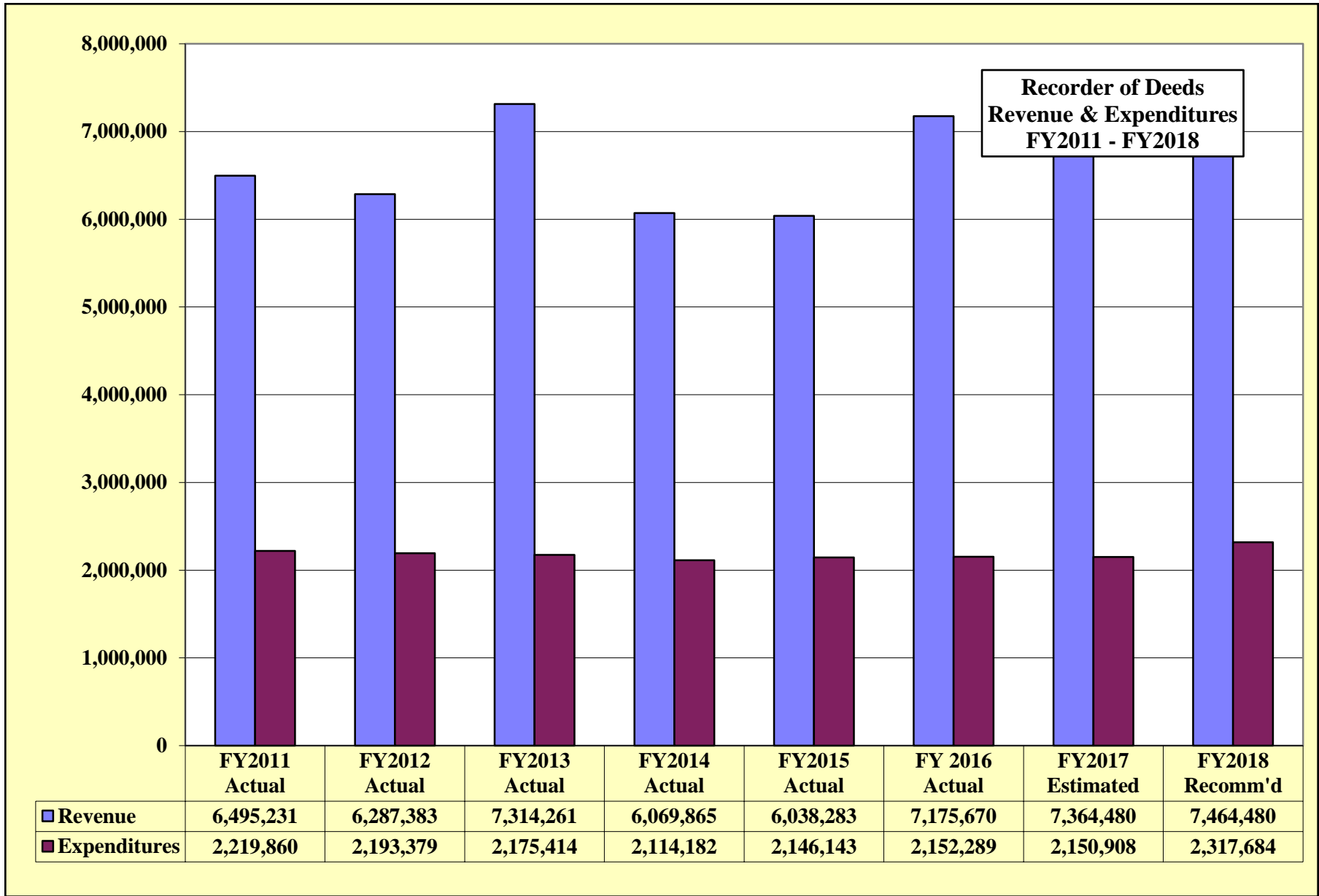
FUNCTIONS

<p><u>Accounting/Transfer Tax</u> (3)</p> <ul style="list-style-type: none"> • Collects transfer tax for State of Delaware, New Castle County and several other municipalities. • Monies are reconciled daily. 	<p><u>Receiving/Recording</u> (5)</p> <ul style="list-style-type: none"> • Record all Real Estate transactions within NCC and related settlement documents. • Monies collected for recording are reconciled daily. 	<p><u>Scanning</u> (4)</p> <ul style="list-style-type: none"> • Scan all documents recorded for title searching and archival purposes. 	<p><u>Administration</u> (3)</p> <ul style="list-style-type: none"> • Office Management Attendance, payroll and policies. 	<p><u>Data Entry/Quality Assurance</u> (7)</p> <ul style="list-style-type: none"> • Names and other pertinent information are extracted from the recorded documents in order to generate an index. This index is used primarily for title searching and genealogical research. 	<p><u>Mail - Delivery</u> (3)</p> <ul style="list-style-type: none"> • Documents sent for recording are opened and screened for requirements. • Recorded documents are then returned to the recording agents. 	<p><u>Library</u> (2)</p> <ul style="list-style-type: none"> • Maintains all recorded documents either electronically or in book form. • Provides customer service to the general public.
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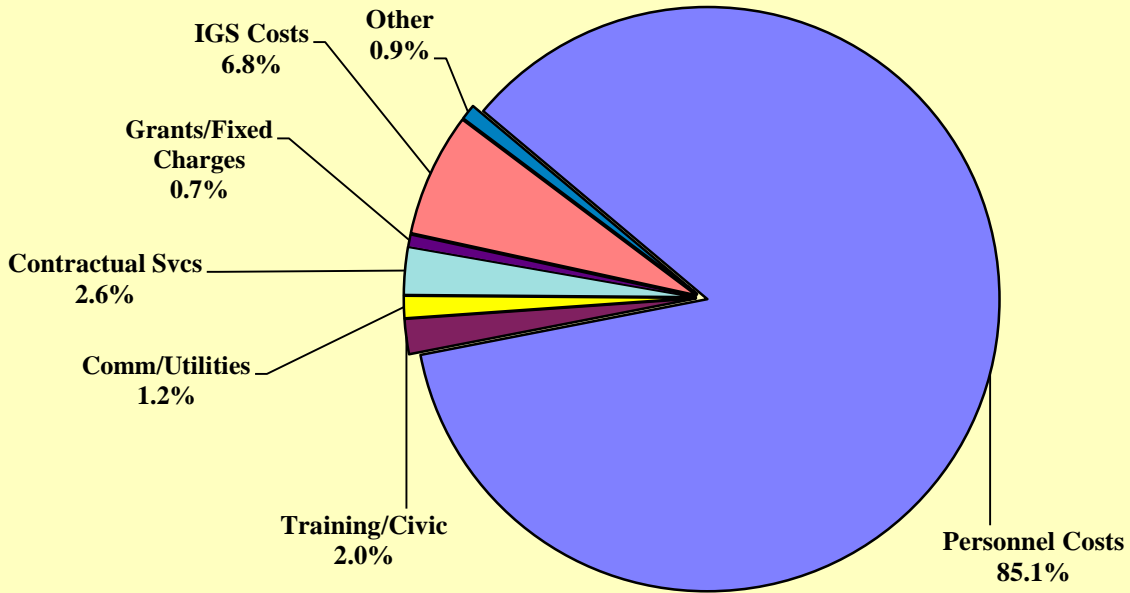
**Recorder of Deeds
Budget History
FY2011 Approved through FY2018
Recommended**



	FY2011 Approved	FY2012 Approved	FY2013 Approved	FY2014 Approved	FY2015 Approved	FY2016 Approved	FY2017 Approved	FY2018 Recomm'd
Recorder of Deeds	2,402,478	2,269,111	2,230,056	2,265,738	2,249,451	2,264,193	2,294,860	2,317,684
% Change over PY	2.29%	-5.55%	-1.72%	1.60%	-0.72%	0.66%	1.35%	0.99%



FY2018 Recommended



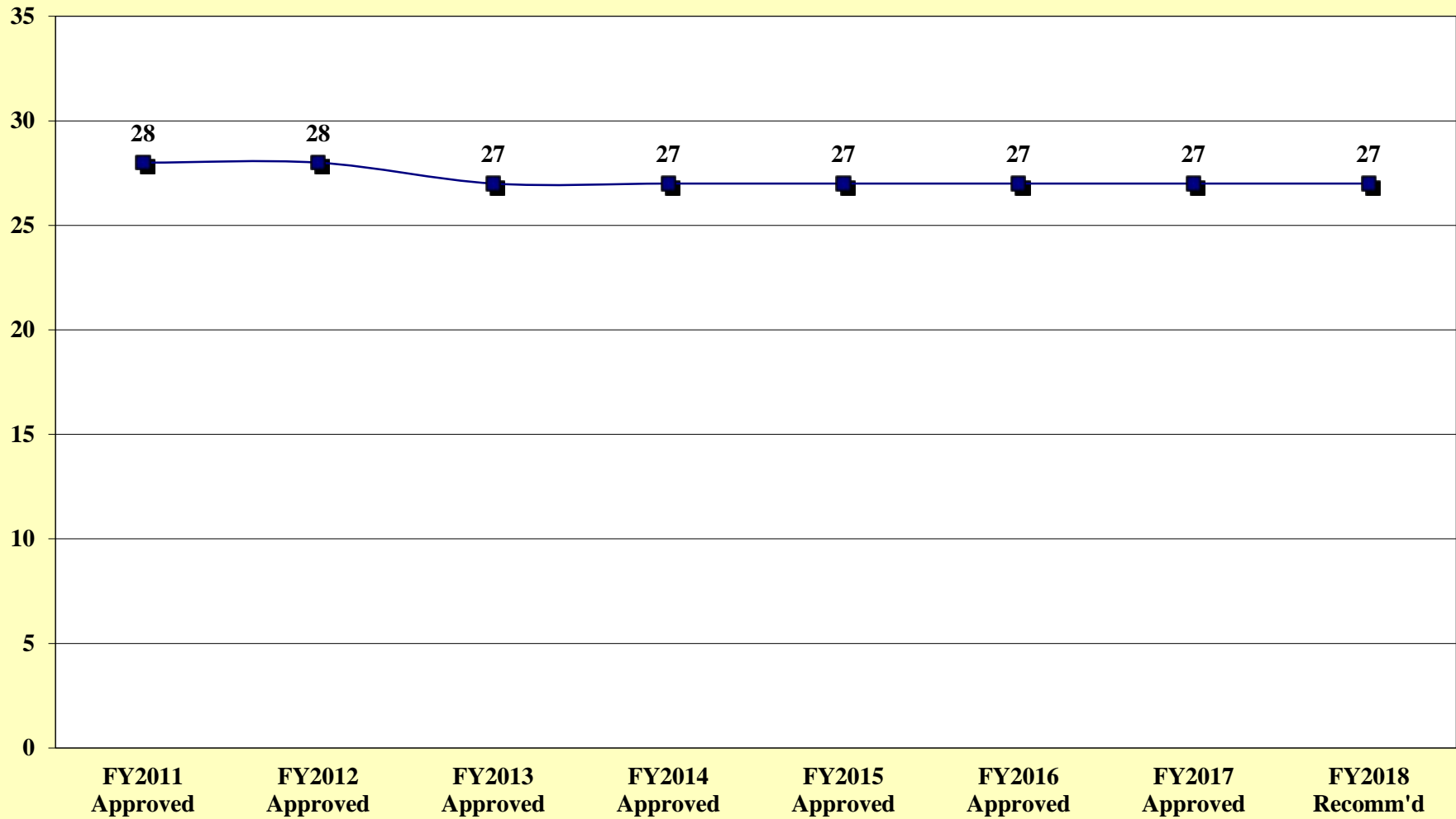
Object Level

FY2018 Recommended

Personnel Costs	\$1,989,068
Comm/Utilities	28,675
Training and Civic Affairs	45,190
Contractual Svcs	61,368
IGS Costs	158,333
Grants/Fixed Charges	15,000
Other	20,050
Total Budget	\$2,317,684



Recorder of Deeds Position History Fiscal Years 2011 through 2018





**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2018 BUDGET PRESENTATION**

DIVERSITY COMPARISON 2015 - 2017

JOB CATEGORIES		NUMBER OF EMPLOYEES										
		Overall Totals (Sum of Col. B-K)	MALE					FEMALE				
			White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native	White (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
			A	B	C	D	E	F	G	H	I	J
Officials and Administrators	2017	0										
	2016	0										
	2015	0										
Professionals	2017	1	1					0				
	2016	2	1					1				
	2015	2	1					1				
Technicians	2017	0										
	2016	0										
	2015	0										
Paraprofessionals	2017	0										
	2016	0										
	2015	0										
Administrative Support	2017	20	1					6	10	2		
	2016	21	1					8	9	2		
	2015	22	1					9	9	2		
Skilled Craft Workers	2017	0										
	2016	0										
	2015	0										
Service-Maintenance	2017	0										
	2016	0										
	2015	0										
Certain Elected/Appointed Officials	2017	2	2									
	2016	2	2									
	2015	2	2									
TOTAL	2017	22	4	0	0	0	0	6	10	2	0	0
	2016	25	4	0	0	0	0	9	9	2	0	0
	2015	26	4	0	0	0	0	10	9	2	0	0

State and Local Government Information (EEO-4) Report Format

COMMENTS: As of 2/28/17

Recorder of Deeds is committed to workforce diversity. Currently our numbers reflect gender and racial diversity.



**RECORDER OF DEEDS
RECOMMENDED BUDGET
TO COUNTY EXECUTIVE**

Object Level	FY2017 Approved	FY2018 Recommended	FY2017 Approved vs. FY2018 Recommended	% Incr (Decr) over FY2017 Approved
Salaries and Wages	\$1,271,114	\$1,277,757	\$6,643	0.52%
Employee Benefits	\$681,634	\$711,311	\$29,677	4.35%
Training and Civic Affairs	\$45,190	\$45,190	\$0	0.00%
Communication and Utilities	\$28,675	\$28,675	\$0	0.00%
Materials and Supplies	\$12,050	\$12,050	\$0	0.00%
Contractual Services	\$61,368	\$61,368	\$0	0.00%
Equipment Replacement	\$8,000	\$8,000	\$0	0.00%
Fixed Charges	\$15,000	\$15,000	\$0	0.00%
IGS Costs	\$171,829	\$158,333	(\$13,496)	-7.85%
Total:	\$2,294,860	\$2,317,684	\$22,824	0.99%

**NEW CASTLE COUNTY
RECORDER OF DEEDS**

Object Level	FY2018 Recommended	\$ Change	% Change
Salaries and Wages:	\$1,277,757	\$6,643	0.52%
Increase due to step increases and new contract.			
Employee Benefits:	\$711,311	\$29,677	4.35%
Reflects Employee Benefit rate of 56.58%.			
Training and Civic Affairs:	\$45,190	\$0	0.00%
Parking expense - \$39,600 Community events - \$3,070 Membership dues - \$950			
Communication and Utilities:	\$28,675	\$0	0.00%
Postage - \$22,000 Telephone & cell phone expense - \$5,775			
Materials and Supplies:	\$12,050	\$0	0.00%
Computer supplies - \$4,000 Office supplies - \$4,050 Duplicating supplies - \$3,000			

**NEW CASTLE COUNTY
RECORDER OF DEEDS**

Object Level	FY2018 Recommended		\$ Change	% Change
Contractual Services:				
		\$61,368	\$0	0.00%
See Contractual Services Detail				
Equipment Replacement:				
		\$8,000	\$0	0.00%
Office equipment - \$7,000 Office furniture - \$1,000				
Grants & Fixed Charges:				
		\$15,000	\$0	0.00%
Junior Achievement kiosks.				
IGS Costs:				
		\$158,333	(\$13,496)	-7.85%
IS cross charges have decreased.				



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2018 POSITION ADJUSTMENTS**

Position addition

Position deletion

INCREASE	
#	Title
2	ROD Office Administrator (from Pay Grade 24 to 25)
2 TOTAL INCREASE	

DECREASE	
#	Title
0	
0 TOTAL DECREASE	



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2018 ADDED/DELETED PROGRAMS/SERVICES**

NEW PROGRAMS/SERVICES:

The Recorder of Deeds electronic recording delivery system provides our external customers with a paperless process to record their documents. The documents types accepted for electronic recording are: assignments, satisfactions and mortgages, which account for approximately 26% of recorded documents.

Continue educational training programs with Junior Achievement of Delaware.

Continue to promote the Recorder of Deeds Web Video presentation to the community.

Continue to provide the Real Estate Industry with impeccable customer service from the ROD Administrative staff.

Continue to provide internal and external customers with informational and educational materials (i.e., brochures and newsletters)

DELETED PROGRAMS/SERVICES:

None

FY2017 SIGNIFICANT ACCOMPLISHMENTS

Since 2005 the Recorder of Deeds Technology Fee for documents recorded has generated over \$1.3 million. This fee has provided technological upgrades for all of the Row Offices, NCCTV and Public Safety.

Empowerment Continuous Improvement Matrix meetings have improved morale and continue to serve as a means of developing new and innovative ways to improve the overall "customer experience."

The office has completed the rescan of all compact mortgage books up to the year 2000 and are in the final review (verification) of these books.

A significant accomplishment for the Common Interest Communities is the waiving of the NCC recording fees for all governing documents. The passage of S.B. 297 amending Title 9 relating to the collection of recording fees eliminates the state fee for all governing documents recorded in the Recorder of Deeds office which completes the first half of the CIC 360 Action Plan.

FY2018 CHALLENGES

Generate over \$7.3 million in revenue in FY2018. Continue to educate the public on the office facilities and computer system through PowerPoint presentations, newsletters and brochures.

Implement the Deed document type for the ROD e-recording delivery system. This added measure will provide our customers with a 100% paperless recordation process for deeds, mortgages, assignments and satisfactions. Continue redacting social security numbers and identifiable information found on daily recorded documents. Continue performing projects in-house. Currently working on the rescanning of compact deed books from 1969 (A83) forward. We are also finishing up the mortgage book project.

Create the Home Ownership Association Portal. The portal will provide free online access to all related governing documents of the 1,017 Common Interest Communities in NCC which will complete the CIC 360 Action Plan.

Implement the software upgrade for the ROD Imaging Retrieval System providing our internal and external customers with cutting edge technological improvements.

Implement HB 431 when it becomes law which provides law enforcement and judicial officers the protocol to have their identifiable information redacted from the ROD Imaging Retrieval System.,

I. VACANCIES



**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2017
VACANCIES**

Description	Date Vacated	Comments
Account Clerk III	5/4/2013	
Deputy II	12/31/2014	
Account Clerk I	11/16/2015	Hiring in process
ROD Office Administrator	12/9/2016	Hiring in process
Clerk Typist	1/28/2017	Hiring in process
Total Vacancies:	5	

II. CONTRACTUAL SERVICES

**New Castle County
Recorder of Deeds**

FY2018 Contractual Services Details

OCA	OCA Title	Object Level	Object Level 3 Title	FY2018 Budgeted Amount	Explanation		
260100	Recorder of Deeds	5200	Service Contracts - Other	\$ 3,740	Maintenance Agreements - Scanning & Fax Equipment		
		5210	Bank & Credit Card Fees	\$ 9,500	Credit Card Fees		
		5300	Printing & Related Costs	\$ 1,000	Delivery & Retrieval of Microfilm		
		5300	Printing & Related Costs	\$ 3,000	Envelopes, Brochures & Newsletter		
		5301	Micrographics	\$ 22,500	Microfilm FY11 Documents Recorded		
		5413	Armored Car Service	\$ 5,200	Pick up Deposits (Garda)		
		5504	Other Equipment Rental	\$ 8,328	Pitney Bowes Postage machine		
		5505	Records Storage	\$ 7,700	Iron Mountain Storage		
		5736	Fire & Security Services	\$ 400	Security System for Office		
					Subtotal Contractual Services	\$ 61,368	
			IGS Costs				
				5900	IS Contrac- Data Processing	\$ 149,833	
				5901	IS Contrac- Photocopies	\$ 5,500	
				5902	IS Contrac- Printing & Dupli	\$ 3,000	
			Subtotal IGS Costs	\$ 158,333			
Total Contractual Services				\$ 219,701			

III. BUDGET BY OBJECT CODE

**NEW CASTLE COUNTY
RECORDER OF DEEDS
FY2018
OBJECT CODE DETAILS**

FY2018 Recommended Budget			
Department	Object Level 1	Object Level 3	Total
Recorder of Deeds	11 Salaries & Wages	1001 Salaries & Wages-Permanent	1,252,760
		1002 Salaries & Wages-Part-Time	24,997
	11 Salaries & Wages Total		1,277,757
	15 Employee Benefits	1500 Emp. Bene.-Regular Overhead	708,811
		1520 E/B-Regular-Part-Time	2,500
	15 Employee Benefits Total		711,311
	22 Training/Civic Affairs	2001 Airfare	400
		2003 Taxi and Shuttle	100
		2004 Mileage Reimbursements	200
		2006 Parking Fees	39,600
		2010 Hotel Accommodations	200
		2020 Meals	100
		2030 Communication Charges	100
		2101 Conference Fees	250
		2301 Membership Dues	950
		2310 Catering	220
		2315 Community Event	3,070
	22 Training/Civic Affairs Total		45,190
	23 Communications/Utilities	3100 Postage	22,000
		3110 Overnight Express	400
		3200 Telephone Service	3,275
		3210 Cellular Telephone Service	2,500
		3212 Cellular/Wireless Data Svc Dept	500
	23 Communications/Utilities Total		28,675
	24 Materials/Supplies	4000 Books and Subscriptions	500
		4004 Miscellaneous Materials	500
		4101 Office Supplies	4,050
	4103 Duplicating & Repro. Supplies	3,000	
	4104 Computer Supplies	4,000	
24 Materials/Supplies Total		12,050	
25 Contractual Services	5200 Service Contracts-Other	3,740	
	5210 Bank & CC Processing Fees	9,500	
	5300 Printing & Related Costs	4,000	
	5301 Micrographics	22,500	
	5413 Armored Car Service	5,200	
	5504 Other Equipment & Prop. Rental	8,328	
	5505 Records Storage	7,700	
	5736 Fire and Security	400	
25 Contractual Services Total		61,368	
26 Equipment	6160 Office Equipment =<\$5,000	2,000	
	6161 Office Equipment =>\$5,000	5,000	
	6201 Office Furniture = <\$5,000	1,000	
26 Equipment Total		8,000	
27 Fixed Charges	7200 Contributions	15,000	
27 Fixed Charges		15,000	
30 IGS Charges	5900 IS Contrac-Data Processing	149,833	
	5901 IS Contrac-Photocopies	5,500	
	5902 IS Contrac-Printing & Dupl.	3,000	
30 IGS Charges Total		158,333	
Recorder of Deeds Total			2,317,684

IV. PERFORMANCE STANDARDS

Recorder of Deeds
Web Revenue
FY16 vs. FY17

	FY16	FY17	(+/-)	%Diff.
JULY	\$ 14,712.00	\$ 15,870.00	\$ 1,158.00	7.87%
AUG	\$ 19,468.00	\$ 17,267.00	\$ (2,201.00)	-11.31%
SEPT	\$ 18,786.00	\$ 20,362.00	\$ 1,576.00	8.39%
OCT	\$ 16,044.00	\$ 17,263.00	\$ 1,219.00	7.60%
NOV	\$ 17,019.00	\$ 19,908.00	\$ 2,889.00	16.98%
DEC	\$ 16,513.00	\$ 15,781.00	\$ (732.00)	-4.43%
JAN	\$ 15,783.00	\$ 16,580.00	\$ 797.00	5.05%
FEB	\$ 16,842.00	\$ 17,873.00	\$ 1,031.00	6.12%
MAR	\$ 21,142.00		\$ (21,142.00)	-100.00%
APR	\$ 16,932.00		\$ (16,932.00)	-100.00%
MAY	\$ 17,947.00		\$ (17,947.00)	-100.00%
JUN	\$ 19,237.00		\$ (19,237.00)	-100.00%
TOTAL	\$ 210,425.00	\$ 140,904.00	\$ (69,521.00)	-33.04%
YTD	\$ 135,167.00	\$ 140,904.00	\$ 5,737.00	4.24%

Recorder of Deeds
Corporation Revenue
FY16 vs. FY17

	FY16	FY17	(+/-)	%Diff
JULY	\$ 109,958.31	\$ 104,215.82	\$ (5,742.49)	-5.22%
AUG	\$ 104,157.90	\$ 89,964.27	\$ (14,193.63)	-13.63%
SEPT	\$ 97,390.76	\$ 95,189.99	\$ (2,200.77)	-2.26%
OCT	\$ 77,931.32	\$ 90,120.22	\$ 12,188.90	15.64%
NOV	\$ 91,216.13	\$ 89,451.45	\$ (1,764.68)	-1.93%
DEC	\$ 90,500.36	\$ 91,991.30	\$ 1,490.94	1.65%
JAN	\$ 120,877.51	\$ 127,497.15	\$ 6,619.64	5.48%
FEB	\$ 96,196.82	\$ 95,685.48	\$ (511.34)	-0.53%
MAR	\$ 87,526.89		\$ (87,526.89)	-100.00%
APR	\$ 99,671.72		\$ (99,671.72)	-100.00%
MAY	\$ 97,457.58		\$ (97,457.58)	-100.00%
JUN	\$ 97,368.48		\$ (97,368.48)	-100.00%
TOTAL	\$ 1,170,253.78	\$ 784,115.68	\$ (386,138.10)	-33.00%
YTD	\$ 788,229.11	\$ 784,115.68	\$ (4,113.43)	-0.52%

FY16 - FY17 DOCUMENT COMPARISON

MONTH	DEEDS FY16	DEEDS FY17	DEEDS +/- %	MTGS FY16	MTGS FY17	MTGS +/- %	SATS FY16	SATS FY17	SATS +/- %	DOCS FY16	DOCS FY17	DOCS +/- %
JULY	1,310	1,171	-10.61%	1,689	1,559	-7.70%	1,633	1,686	3.25%	6,195	6,083	-1.81%
AUG	1,171	1,304	11.36%	1,480	1,897	28.18%	1,519	1,721	13.30%	5,563	6,652	19.58%
SEPT	1,179	1,159	-1.70%	1,511	1,672	10.66%	1,592	1,683	5.72%	5,686	5,662	-0.42%
OCT	1,183	1,153	-2.54%	1,553	1,714	10.37%	1,702	1,887	10.87%	6,013	6,417	6.72%
NOV	984	1,212	23.17%	1,270	1,795	41.34%	1,547	1,843	19.13%	5,380	6,358	18.18%
DEC	1,193	1,247	4.53%	1,530	1,870	22.22%	1,606	1,842	14.69%	5,792	6,634	14.54%
JAN	872	1,026	17.66%	1,161	1,389	19.64%	1,420	2,035	43.31%	4,567	5,832	27.70%
FEB	884	940	6.33%	1,228	1,197	-2.52%	1,467	1,597	8.86%	4,785	4,902	2.45%
MAR	1,129		-100.00%	1,526		-100.00%	1,525		-100.00%	5,601		-100.00%
APR	1,075		-100.00%	1,444		-100.00%	1,352		-100.00%	4,958		-100.00%
MAY	1,218		-100.00%	1,617		-100.00%	1,514		-100.00%	5,706		-100.00%
JUNE	1,367		-100.00%	1,756		-100.00%	1,590		-100.00%	5,855		-100.00%
TOTAL	13,565	9,212	-32.09%	17,765	13,093	-26.30%	18,467	14,294	-22.60%	66,101	48,540	-26.57%
YTD	8,776	9,212	4.97%	11,422	13,093	14.63%	12,486	14,294	14.48%	43,981	48,540	10.37%

**Recorder of Deeds
Documents & Dollars**

FY16 vs FY17

MONTH	DOCS FY16	DOCS FY17	DOCS +/-	DOCS \$FY16	DOCS \$FY17	DOCS \$ +/-	%Diff.
JULY	6,195	6,083	(112)	\$511,455.60	\$512,731.40	\$1,275.80	0.25%
AUG	5,563	6,652	1,089	\$463,300.65	\$598,023.10	\$134,722.45	29.08%
SEPT	5,686	5,662	(24)	\$466,609.50	\$535,762.45	\$69,152.95	14.82%
OCT	6,013	6,417	404	\$491,386.20	\$557,480.10	\$66,093.90	13.45%
NOV	5,380	6,358	978	\$420,925.00	\$568,873.75	\$147,948.75	35.15%
DEC	5,792	6,634	842	\$497,444.30	\$610,160.50	\$112,716.20	22.66%
JAN	4,567	5,832	1,265	\$401,161.30	\$475,558.25	\$74,396.95	18.55%
FEB	4,785	4,902	117	\$420,404.50	\$415,961.40	(\$4,443.10)	-1.06%
MAR	5,601		(5,601)	\$511,088.00		(\$511,088.00)	-100.00%
APR	4,958		(4,958)	\$463,410.45		(\$463,410.45)	-100.00%
MAY	5,706		(5,706)	\$529,848.45		(\$529,848.45)	-100.00%
JUNE	5,855		(5,855)	\$566,191.55		(\$566,191.55)	-100.00%
TOTAL	66,101	48,540	(17,561)	\$5,743,225.50	\$4,274,550.95	(\$1,468,674.55)	-25.57%
YTD	43,981	48,540	4,559	\$3,672,687.05	\$4,274,550.95	\$601,863.90	16.39%

E-FILE DOCS vs. TOTAL DOCS

FY2017

MONTH	SATISFACTIONS			ASSIGNMENTS			MORTGAGES			MORTGAGE MODS			TOTAL DOCS		
	SATS FY17	E-FILE FY17	+/- %	ASSG FY17	E-FILE FY17	+/- %	MORT FY17	E-FILE FY17	+/- %	MMOD FY17	E-FILE FY17	+/- %	TOTAL FY17	E-FILE FY17	+/- %
JULY	1,686	756	44.84%	307	179	58.31%	1,559	421	27.00%	211	89	42.18%	6,083	1,445	23.75%
AUG	1,721	731	42.48%	341	211	61.88%	1,897	493	25.99%	234	87	37.18%	6,652	1,522	22.88%
SEPT	1,683	825	49.02%	320	185	57.81%	1,672	471	28.17%	207	93	44.93%	5,662	1,574	27.80%
OCT	1,887	966	51.19%	497	390	78.47%	1,714	497	29.00%	211	102	48.34%	6,417	1,955	30.47%
NOV	1,843	839	45.52%	325	177	54.46%	1,795	476	26.52%	221	71	32.13%	6,358	1,563	24.58%
DEC	1,842	910	49.40%	705	316	44.82%	1,870	509	27.22%	255	104	40.78%	6634	1839	27.72%
JAN	2,034	1,042	51.23%	509	251	49.31%	1,389	441	31.75%	233	87	37.34%	5832	1,821	31.22%
FEB	1,597	824	51.60%	443	234	52.82%	1,197	338	28.24%	183	95	51.91%	4902	1491	30.42%
MAR			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUNE			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTAL	14,293	6,893	48.23%	3,447	1,943	56.37%	13,093	3,646	27.85%	1,755	728	41.48%	48,540	13,210	27.21%

V. FEE SCHEDULE

**FY2018 Fee Schedule
RECORDER OF DEEDS**

Item #	Object Code	Revenue Source	Current Fee	Current Fee w/ CPI	Last Increase MM/YY	FY2018 Projected Revenue	Comparable Fees	Comments
1	0200	Corporation Filing Fees	\$9.00 per page	\$9.12 per page	N/A	1,100,000	Set by state	
2	0212	Deeds and Instruments - Deeds	\$13.00 per page + \$3.00 a parcel - Avg. 3 pages - \$42.00	\$13.17 per page + \$3.04 a parcel - Avg. 3 pages - \$42.55	04/2015	6,000,000	Chester County - \$74.00, DE County - \$38.00, Sussex County - \$27.00, Lancaster County - \$18.50, Montgomery County, PA - \$95.00, Somerset County, NJ - \$63.00, Montgomery County, MD - \$20.00, Kent County - \$35.00	Average - \$46.31 We are 4th highest out of 9 counties. Most counties charge a set fee of \$36 to \$60 for the first four pages, then a per page of \$2 to \$4 dollars a page.
3	0212	Deeds and Instruments - Mortg.	\$13.00 per page - Avg. 17 pages - \$221.00	\$13.17 per page - Avg. 17 pages - \$223.89	04/2015		Chester County - \$126.00, DE County - \$90.00, Sussex County - \$153.00, Lancaster County - \$44.50, Montgomery County, PA - \$173.00, Somerset County, NJ - \$163.00, Montgomery County, MD - \$75.00, Kent County - \$170.00	Average - \$124.31 We are the highest county recording mortgages, due to us charging a straight \$13.00 per page.
4	0212	Deeds and Instruments - Sats.	\$20.00 first page, then \$13.00 each addtl. - Avg. 1 pages - \$20.00	\$20.26 first page, then \$13.17 each addtl. - Avg. 1 pages - \$20.26	04/2015		Chester County - \$61.00, DE County - \$38.00, Sussex County - \$15.00, Lancaster County - \$18.50, Montgomery County, PA - \$76.00, Somerset County, NJ - \$43.00, Montgomery County, MD - \$20.00, Kent County - \$20.00	Average - \$36.44 Once again we are low due to the set fee for the first four pages.
5	0212	Miscellaneous Documents	\$13.00 per page - Avg. 4 pages - \$52.00	\$13.17 per page - Avg. 4 pages - \$52.68	04/2015		Chester County - \$25.50, De County - \$38.00, Sussex County - \$36.00, Lancaster County - \$20.50, Montgomery County, PA - \$56.00, Somerset County, NJ - \$73.00, Montgomery County, MD - \$20.00, Kent County - \$40.00	Average - \$38.63 We are 3rd highest out of 9 counties. Due to our pricing structure, any document over six pages will bring in more revenue in NCC than most other counties.
6	0212	Minor Subdivision plan	\$50.00 per plan- Avg. 2 pages	\$50.65 per plan			Chester County - \$67.00, De County - \$40.00, Sussex County - \$60.00, Lancaster County - \$17.00, Montgomery County, PA - \$90.00, Somerset County, NJ - \$110.00, Montgomery County, MD - N/A, Kent County - \$70.00	Average - \$64.86 We are 3rd lowest price out of 8 counties.
7	0212	Major Subdivision plan	\$300.00 per plan- Avg. 4 pages	\$303.90 per plan			Chester County - \$67.00, De County - \$50.00, Sussex County - \$120.00, Lancaster County - \$21.00, Montgomery County, PA - \$140.00, Somerset County, NJ - \$220.00, Montgomery County, MD - N/A, Kent County - \$140.00	Average - \$108.29 We are priced higher than all counties.
10	0213	Document Surcharge	1% of \$25.00, 5% of \$5.00 and 25% of \$1.00	1% of \$25.33, 5% of \$5.07 and 25% of \$1.01	08/01/2009	64,000	N/A - Each jurisdiction has different surcharges.	Started in 1990, originally \$6.00 per document, raised to \$30.00 per document on August 1st, 2009
11	0248	Web Site Subscriber Fees	\$1.00 per page or \$100.00 per month	\$1.01 per page or \$101.30 per month	05/2007	200,000	Chester County - Free, De County - N/A, Sussex County - \$50 per month plus .25 per page or \$1.00 per page, Lancaster County - Free, Montgomery County, PA - Free, Somerset County, NJ - Free, Montgomery County, MD - Free, Kent County - \$50.00 per month	New Castle County took website over in May of 2007. Delaware seems to be the only state where counties charge for this service.
12	0506	Interest Earned	Depends on market	N/A	N/A	480	N/A	

* Calculate fee based on the annual CPI index (1.30%) that is provided.

Fee Schedule Comparison

	# of Docs	% of Rev.	NCC Revenue	IF Somrst Cty	IF Chester Cty	IF Montg. MD
Deeds	13,565	10%	\$ 600,339.00	\$ 854,595.00	\$ 1,003,810.00	\$ 271,300.00
Mortgages	17,764	68%	\$ 3,914,463.00	\$ 2,895,532.00	\$ 2,238,264.00	\$ 1,332,300.00
Satisfactions	18,467	8%	\$ 437,682.00	\$ 794,081.00	\$ 1,126,487.00	\$ 369,340.00
Miscellaneous	5,061	4%	\$ 200,867.00	\$ 369,453.00	\$ 129,055.50	\$ 101,220.00
Totals	54,857	90%	\$ 5,153,351.00	\$ 4,913,661.00	\$ 4,497,616.50	\$ 2,074,160.00

*** Revenue numbers are shown as if we recorded our documents with each counties price structure.

*** Number of documents and NCC Revenue recorded are FY16 numbers

