

2005-2006 Annual Report

County of Riverside
Assessor – County Clerk – Recorder



Larry W. Ward
Assessor-County Clerk-Recorder

Table of Contents

Message from the Assessor-County Clerk-Recorder.....	1
Mission Statement.....	2
Commitment to Service.....	2
Public Service Office Locations to Serve You.....	3
Assessor-County Clerk-Recorder Overview.....	4
Assessor	5
Assessor Overview.....	5
Current Roll Value Change.....	5
Assessment Roll Summary.....	6
Assessment Roll History.....	6
Assessment Roll By City.....	7
Real Property Assessment Analysis.....	8
Business Personal Property Assessment Analysis.....	8
Incorporated vs. Unincorporated.....	9
Exemptions.....	10
Proposition 13.....	10
Assessed Value by Base Year.....	10
Proposition 8.....	11
Assessment Appeals.....	11
Real Estate Market Data.....	12
Recorder	13
Recorder Overview.....	13
Recorder Functions.....	14
Official Documents Recorded and Pages Imaged.....	14
County Clerk	15
County Clerk Statistics.....	15
County Clerk Services.....	15
Records Management and Archives Program (RMAP)	16
RMAP Statistics.....	16
RMAP Services.....	16
Records Storage.....	16
Property Assessment Calendar.....	17
Assessor-County Clerk-Recorder Telephone Numbers.....	17

**Message from the
Assessor
County Clerk
Recorder**

Larry W. Ward



Riverside County continues to set the standard for the dynamic real estate market in Southern California. The growth in new residential construction and sales helped fuel a 19.6 percent increase in assessed values and produced a record \$167.6 billion assessment roll.

Continuing demand for affordable housing resulted in over 20,000 new homes built, 120,000 changes in ownership processed and 30,000 new residential lots created. The \$27.5 billion increase in the 2005 Assessment Roll surpassed our previous record by over \$10 billion.

The additional revenues generated by this tremendous increase in assessed value will help fund critical services, such as law enforcement, fire protection, education, social services, and transportation, that the citizens of our growing County desperately need.

The Recorder's portion of our office also experienced another record-breaking year, recording over one million documents that consisted of 6.1 million pages. The Recorder's Office functions as a self-supporting unit with the Documentary Transfer Tax collected by the Office contributing \$31 million to the County General Fund and \$18 million to local cities.

Public service continues to be a top priority with the Assessor-County Clerk-Recorder. Our main offices at Gateway Drive and the County Administrative Center in Riverside, along with district offices spread throughout the County, provide a wide range of services to the general public.

I would like to take the opportunity to thank the more than 450 dedicated men and women of the A-C-R whose professionalism and hard work made the 2004/2005 fiscal year such a success.

A special thanks to Gary L. Orso who retired in December 2004 after 32 years with Riverside County, the last 14 as the elected department head. Mr. Orso left a legacy of integrity, honesty, and a passion for excellence that will challenge me daily as I complete the remainder of his term as the appointed department head.

Finally, I wish to thank the Board of Supervisors for their strong support of our office. Their support, along with the cooperation and assistance of the Treasurer/Tax Collector, Auditor/Controller and the Assessment Appeals Board, helped the A-C-R meet the daily needs of the public that we proudly serve.

Riverside County Assessor-County Clerk-Recorder

Mission Statement

Our mission is to fulfill the legally and locally mandated functions of the Assessor, County Clerk, Recorder and Records Management Program in an accurate, timely, professional and courteous manner and to ensure high quality service.

Commitment to Service

The Assessor-County Clerk-Recorder of Riverside County is committed to the principle that each and every customer should:

- ✓ Be treated with courtesy and respect.
- ✓ Be treated fairly and equitably.
- ✓ Be provided prompt services and information.
- ✓ Be given personal and professional attention.
- ✓ Be provided an opportunity to have their suggestions and opinions heard and acted upon.
- ✓ Be fully and factually informed.
- ✓ Be referred to the appropriate department or individual in a friendly and courteous manner.
- ✓ Be informed as to how their property is being assessed and how to appeal their value.
- ✓ Expect to leave the Assessor-County Clerk-Recorder's office feeling as though they were served in a competent and professional manner.

Public Service Office Locations to Serve You

The Assessor-County Clerk-Recorder operates these office locations to serve you. In 2004, our offices served over **150,000** walk-in customers and received over **250,000** phone calls.

Our public service staff strives to provide the best customer service possible. The Assessor-County Clerk-Recorder's Office carefully monitors feedback received from the public regarding the quality of our public service. For calendar year 2004, the Assessor-County Clerk-Recorder's Public Service Division received 5,152 customer survey cards. Ratings are on a scale of one to four, with one being poor and four being excel-

lent. Our overall rating of 3.83, up from last year's 3.68, indicated **excellent** public service.

The Assessor-County Clerk-Recorder's web site also provides information and services online. Some of the online services include the ability to search for Fictitious Business Names, the Recorder's General Index (Grantor/Grantee), the ability to order certified documents and pay by credit card through VitalChek, and the ability to access many forms to view and print. For a complete list of all the services available, visit our web site at www.riversideacr.com.



Temecula
Services provided:
Assessor
County Clerk
Recorder
41002 County Center Dr,
Suite 230
Temecula, CA 92591-
6027
Hours*: Mon thru Fri,
8am-4pm
(951) 600-6200



Palm Springs
Services provided:
Assessor
3255 E Tahquitz Canyon Way,
Room 114
Palm Springs, CA 92262-6962
Hours: Mon thru Fri,
8am-12pm & 1pm-4pm
(760) 778-2400

* Hours for marriage licenses and passport applications are as follows:
-Downtown, Gateway: 8am-4pm
-Hemet, Indio, Temecula: 8am-3:30pm



Riverside (Downtown)
Services provided:
Assessor (**Main Office**)
County Clerk
Recorder
4080 Lemon St, 1st Floor
Riverside, CA 92501



Riverside (Gateway)
Services provided:
Assessor
County Clerk (**Main Office**)
Recorder (**Main Office**)
2720 & 2724 Gateway Dr
Riverside, CA 92507

Hours*: Mon thru Fri, 8am-4:30pm
Assessor-Downtown: (951) 955-6200
Assessor-Gateway: (951) 486-7474
Clerk-Recorder: (951) 486-7000



Blythe
Services provided:
Assessor
County Clerk
Recorder
270 N Broadway
Blythe, CA 92225-1608
Assessor-Clerk Hours:
Mon and Wed only,
8am-12pm & 1pm-4pm
Recorder Hours: Wed
only, 10am-12pm &
1pm-3pm
(760) 921-7888



Hemet
Services provided:
Assessor
County Clerk
Recorder
880 N State St,
Suite B-6
Hemet, CA 92543-
1496
Hours*: Mon thru Fri,
8am-12pm & 1pm-
4pm
(951) 766-2500



Indio
Services provided:
Assessor
County Clerk
Recorder
82675 Highway 111,
Room 113
Indio, CA 92201-5994
Hours*: Mon thru Fri,
8am-4pm
Assessor: (760) 863-7800
Clerk-Recorder: (760) 863-7490

Assessor-County Clerk-Recorder Overview

The Assessor-County Clerk-Recorder’s Office consists of four major divisions required to perform a wide variety of duties. The duties of each division are summarized below.

About the Assessor

The Assessor’s primary responsibility is to value taxable property. The Assessor locates all taxable property in Riverside County, identifies the owners and describes the property. The Assessor determines a value for all taxable property and applies all legal exemptions and exclusions. The Assessor must complete an assessment roll showing the assessed values for all property and maintain records of the above. The Assessor provides taxpayers and the public access to assessment roll information as allowed by law.

About the Recorder

The Recorder is responsible for providing the public with constructive notice of private acts and creating and maintaining custody of

permanent records for all documents filed and recorded in Riverside County. In addition, it provides the public access to these records as allowed by law.

About the County Clerk

The County Clerk’s services range from issuing a marriage license to filing Fictitious Business Names (FBNs). In addition, the County Clerk performs marriage ceremonies and processes U.S. passport applications.

Records Management and Archives

Records Management provides offsite records storage and retrieval services for various local governmental agencies; these services are not offered to the public. The records management program offers state of the art micrographic, photographic and computer output to microfilm services. In addition, a full service archives program is currently in development.

ASSESSOR-COUNTY CLERK-RECORDER OFFICE BUDGET	
Fiscal Year Ended June 30, 2005	
Assessor: Budget Budgeted Employees	\$ 17.6 million 262
County Clerk-Recorder: Budget Budgeted Employees	\$ 22.7 million 235
Records Management: Budget Budgeted Employees	\$ 2.7 million 32

ASSESSOR

By law, the Assessor must locate all taxable property in the County of Riverside, identify the owners and describe the property. The Assessor must determine a value for all taxable property and apply all legal exemptions and exclusions. The Assessor must also complete an assessment roll showing the assessed values for all taxable property in Riverside County.

The Assessor's Office consists of the following divisions that address and serve the specific needs of the property taxpayers:

- Residential
- Commercial
- Agriculture
- Manufactured Homes
- Business Personal Property

Assessor Overview		
Assessor Workload Summary		
	2005	2004
Real Property Assessments (secured; taxable)	810,464	777,671
Manufactured Home Parcels	60,873	58,328
Permits Processed	47,963	47,183
Proposition 8 Parcels (temporary reductions)	31,898	34,173
Ownership Title Documents Received	192,153	178,737
Change in Ownership (reappraisals)	126,435	119,211
Parcel Number Changes (splits & combinations)	40,765	33,540
Parcels with Exemptions	297,240	286,827
Business Personal Property Assessments Processed	50,160	57,438

Current Roll Value Change (Values in Millions)				
	2005	2004	\$ Change	% Change
Local Roll Value Before Exemptions	\$167,604.3	\$140,148.3	\$27,455.9	19.6%
Less: All Exemptions	\$4,993.4	\$4,657.7	\$335.8	7.2%
Net Local Roll Value	\$162,610.8	\$135,490.7	\$27,120.2	20.0%

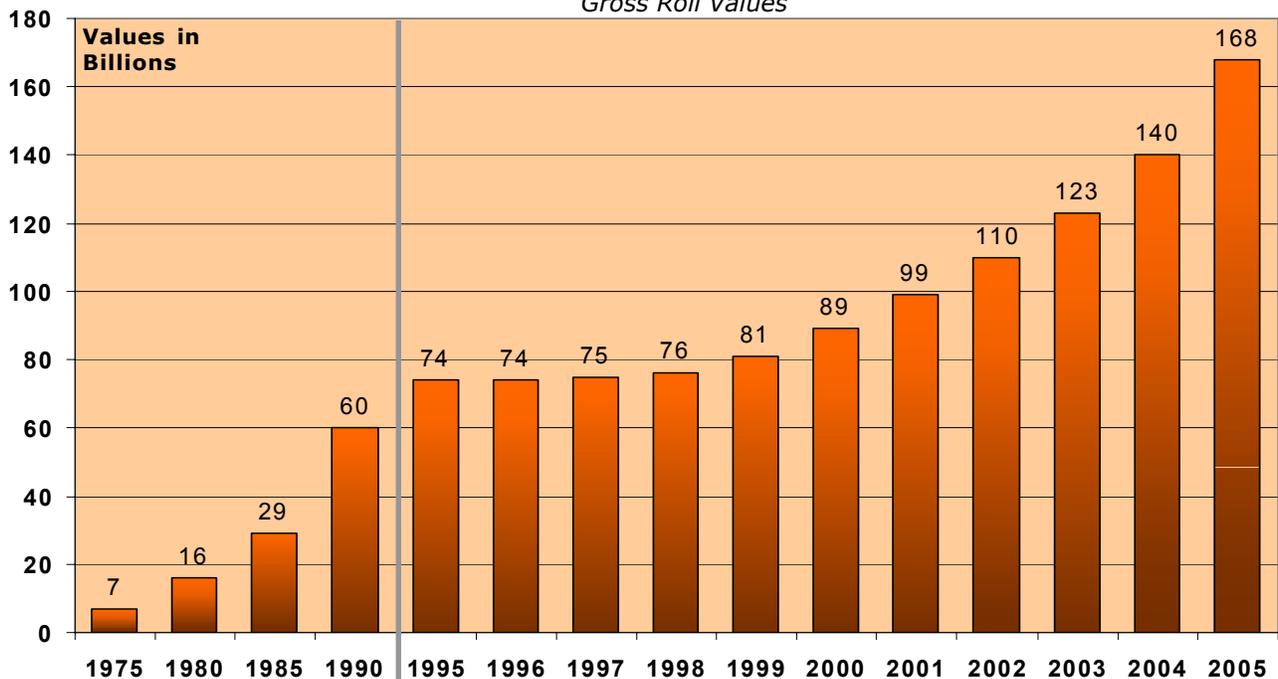
Assessment Roll Summary

	2005	2004	Value Change	Pct. Change
Secured:				
Land	\$52,383,421,211	\$43,783,094,202	\$8,600,327,009	19.6%
Structures	107,052,769,375	88,849,571,990	18,203,197,385	20.5%
Fixtures	971,079,629	810,914,057	160,165,572	19.8%
Trees & Vines	82,625,740	82,770,125	(144,385)	-0.2%
Personal Property	797,822,840	773,389,419	24,433,421	3.2%
Gross Secured Total	161,287,718,795	134,299,739,793	26,987,979,002	20.1%
Less Non-reimbursable Exemptions	2,776,604,323	2,518,189,726	258,414,597	10.3%
Net Tangible Value	158,511,114,472	131,781,550,067	26,729,564,405	20.3%
Less Homeowners' Exemptions	2,056,355,328	1,983,316,453	73,038,875	3.7%
Net Taxable Value	156,454,759,144	129,798,233,614	26,656,525,530	20.5%
Unsecured:				
Land	4,281,622	5,008,543	(726,921)	-14.5%
Structures	207,403,533	213,495,347	(6,091,814)	-2.9%
Fixtures	2,501,881,206	2,251,650,119	250,231,087	11.1%
Personal Property	3,603,002,720	3,378,447,781	224,554,939	6.6%
Gross Unsecured Total	6,316,569,081	5,848,601,790	467,967,291	8.0%
Less Non-reimbursable Exemptions	160,490,168	156,174,496	4,315,672	2.8%
Net Tangible/Taxable Value	6,156,078,913	5,692,427,294	463,651,619	8.1%
Taxable Secured and Unsecured Value Total (Net)	\$162,610,838,057	\$135,490,660,908	\$27,120,177,149	20.0%

Figures exclude State assessed property

Assessment Roll History

Gross Roll Values



Excludes State Assessed Property

Assessment Roll by City				
	Total Local Roll Values (Gross)		Percent Growth	Percent of Current Roll
	2005	2004		
Banning	\$1,650,289,643	\$1,408,808,470	17.1%	1.0%
Beaumont	1,419,230,040	975,823,482	45.4%	0.8%
Blythe	523,042,979	498,284,629	5.0%	0.3%
Calimesa	481,420,409	429,748,987	12.0%	0.3%
Canyon Lake	1,388,392,611	1,188,977,234	16.8%	0.8%
Cathedral City	3,324,132,435	2,915,895,947	14.0%	2.0%
Coachella	1,025,752,377	740,838,899	38.5%	0.6%
Corona	13,687,841,504	12,140,440,250	12.7%	8.2%
Desert Hot Springs	1,039,949,422	757,213,527	37.3%	0.6%
Hemet	3,888,936,942	3,239,031,061	20.1%	2.3%
Indian Wells	3,971,134,868	3,557,863,264	11.6%	2.4%
Indio	4,093,172,456	2,963,443,206	38.1%	2.4%
La Quinta	7,928,937,732	6,382,962,493	24.2%	4.7%
Lake Elsinore	2,900,470,269	2,303,878,122	25.9%	1.7%
Moreno Valley	9,337,157,165	7,468,219,088	25.0%	5.6%
Murrieta	8,752,239,923	7,101,271,459	23.2%	5.2%
Norco	2,295,733,721	1,865,858,276	23.0%	1.4%
Palm Desert	10,641,149,302	9,239,741,225	15.2%	6.3%
Palm Springs	7,472,348,068	6,448,647,358	15.9%	4.5%
Perris	2,848,021,207	2,113,628,727	34.7%	1.7%
Rancho Mirage	6,410,533,956	5,605,888,885	14.4%	3.8%
Riverside	18,602,424,573	16,479,039,481	12.9%	11.1%
San Jacinto	1,742,477,754	1,300,664,252	34.0%	1.0%
Temecula	10,328,744,550	7,795,288,097	32.5%	6.2%
Unincorporated	41,850,753,970	35,226,885,164	18.8%	25.0%
Total Value (Gross)	\$167,604,287,876	\$140,148,341,583	19.6%	100.0%

**Real Property
2005 Assessment Analysis**

Gross Secured Roll Values

	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average Per Assessment
Residential Single Family	\$99,547,762,067	61.7%	435,983	53.8%	\$ 228,329
Commercial	28,973,694,398	18.0%	33,299	4.1%	870,107
Condominiums	11,122,714,251	6.9%	54,540	6.7%	203,937
Apartments	5,184,114,874	3.2%	4,534	0.6%	1,143,387
Manufactured Homes	3,960,345,389	2.5%	60,873	7.5%	65,059
Agricultural	4,077,820,111	2.5%	13,996	1.7%	291,356
Single Family 2-3 units	924,815,135	0.6%	5,611	0.7%	164,822
Vacant Land	6,737,790,562	4.2%	109,923	13.6%	61,296
Timeshare	755,064,543	0.5%	91,669	11.3%	8,237
Other	3,761,474	0.0%	36	0.0%	104,485
Gross Secured Total	\$161,287,882,804	100.0%	810,464	100.0%	\$ 199,007

**Business Personal Property
2005 Assessment Analysis**

Gross Secured and Unsecured Roll Values

	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average Per Assessment
General Business	\$5,766,097,569	71.3%	18,587	37.1%	\$310,222
Banks/Financials	59,532,147	0.7%	486	1.0%	122,494
Leasing Co/Special Properties	1,516,851,763	18.8%	10,735	21.4%	141,300
Agriculture	113,033,174	1.4%	503	1.0%	224,718
Apartments	41,063,998	0.5%	1,726	3.4%	23,791
Service Stations-independent	19,329,928	0.2%	123	0.2%	157,154
Service Stations-oil companies	73,607,780	0.9%	283	0.6%	260,098
Non-commercial Aircraft	206,282,239	2.6%	1,578	3.1%	130,724
Boats/Vessels	180,762,707	2.2%	10,267	20.5%	17,606
Direct Enrollments	108,633,280	1.3%	5,872	11.7%	18,500
Gross Secured and Unsecured Total	\$8,085,194,585	100.0%	50,160	100.0%	\$161,188

Note: Special properties category includes commercial airlines, wind energy production facilities, billboards, vending machines, model home furnishings, cellular phone towers, pagers/mobile phones, and conditional sale/special purpose leased equipment.

**2005/2006 COMPARED TO 2004/2005
INCORPORATED AREAS VS. UNINCORPORATED**

INCORPORATED AREAS (CITIES)	CITIES 2005/2006	CITIES 2004/2005	GROWTH \$	GROWTH %	CITIES % OF TOTAL VALUE
TOTAL VALUE (GROSS)	\$ 125,625,093,899	\$ 104,921,456,419	\$ 20,703,637,480	19.7%	75.0%
LESS: N.R. EXEMPTIONS*	2,298,740,597	2,065,578,765	233,161,832		
NET TANGIBLE	123,326,353,302	102,855,877,654	20,470,475,648		
LESS: HOX**	1,465,105,303	1,397,109,317	67,995,986		
NET TAXABLE	\$ 121,861,247,999	\$ 101,458,768,337	\$ 20,402,479,662	20.11%	74.94%

UNINCORPORATED AREAS	UNINCORP. 2005/2006	UNINCORP. 2004/2005	GROWTH \$	GROWTH %	UNINCORP. % OF TOTAL VALUE
TOTAL VALUE (GROSS)	\$ 41,979,193,977	\$ 35,226,885,164	\$ 6,752,308,813	19.17%	25.05%
LESS: N.R. EXEMPTIONS*	638,353,894	608,785,457	29,568,437		
NET TANGIBLE	41,340,840,083	34,618,099,707	6,722,740,376		
LESS: HOX**	591,250,025	586,207,136	5,042,889		
NET TAXABLE	\$ 40,749,590,058	\$ 34,031,892,571	\$ 6,717,697,487	19.74%	25.06%

TOTAL COUNTY	TOTAL 2005/2006	TOTAL 2004/2005	GROWTH \$	GROWTH %
TOTAL VALUE (GROSS)	\$ 167,604,287,876	\$ 140,148,341,583	\$ 27,455,946,293	19.59%
LESS: N.R. EXEMPTIONS*	2,937,094,491	2,674,364,222	262,730,269	
NET TANGIBLE	164,667,193,385	137,473,977,361	27,193,216,024	
LESS: HOX**	2,056,355,328	1,983,316,453	73,038,875	
NET TAXABLE	\$ 162,610,838,057	\$ 135,490,660,908	\$ 27,120,177,149	20.02%

* Non-reimbursable Exemptions

** Homeowners' Exemption

Exemptions

The most common exemption is the homeowners' exemption. Generally, a dwelling occupied by an owner as a principal residence is eligible for the homeowners' exemption.

Property used exclusively for a church, college, cemetery, museum, school or library may qualify for an exemption. Properties owned and used exclusively by a non-profit, religious, charitable, scientific or hospital corporation are also eligible.

Exemptions are not automatic and require an application to be filed for approval.

Proposition 13

Under Proposition 13 (Prop. 13), real property is reappraised only when a change-in-ownership occurs or new construction takes place. Generally, a change-in-ownership is a sale or transfer of property, while new construction is any improvement to property that is not considered normal maintenance. Except in certain instances, real property assessments cannot be increased by more than 2% annually.

Beginning with the 1978-1979 fiscal year, Prop. 13 limits the amount of property taxes that can be collected from an owner of locally assessed real property to 1 percent of the property's full cash value, plus bonds approved by the voters, service fees, improvement bonds and special assessments. The 1 percent limit applies to all types of taxable real property.

Prop. 13 rolled back the current assessed values of real property to the values shown on the 1975-1976 assessment roll. The adjusted values could then be increased by no more than 2 percent per year as long as the same taxpayer continued to own the property. For property that is sold or newly constructed after March 1, 1975, the assessed value would be set at the appraised (or Market) value at the time of sale or construction. As a result, two identical properties with the same market value could have different assessed values for tax purposes, if one of them has been sold since March 1, 1975.

Long-time property owners benefit from lower assessments, while newer property owners are adversely impacted by assessments that can be dramatically more than those of a similar property held for many years. Historically, the market value of real property has increased at a substantially greater rate than the assessed value.

Qualifying Exemptions			
As of June 30, 2005			
Exemption Type	Quantity	Total Value	% Total Value
Homeowners'	293,951	\$2,056,355,328	41.2%
Veterans'	1,674	156,940,390	3.1%
Religious & Church	726	544,699,383	10.9%
Cemeteries	4	2,718,928	0.1%
Public Schools	12	65,753,599	1.3%
Public Libraries	2	444,428	0.0%
Museums	7	1,392,235	0.0%
Colleges	19	94,669,902	1.9%
Hospitals	14	470,847,290	9.4%
Private Schools	25	55,902,875	1.1%
Charities	618	1,527,829,080	30.6%
Historical Aircraft	188	15,896,381	0.3%
Total	297,240	\$ 4,993,449,819	100.0%

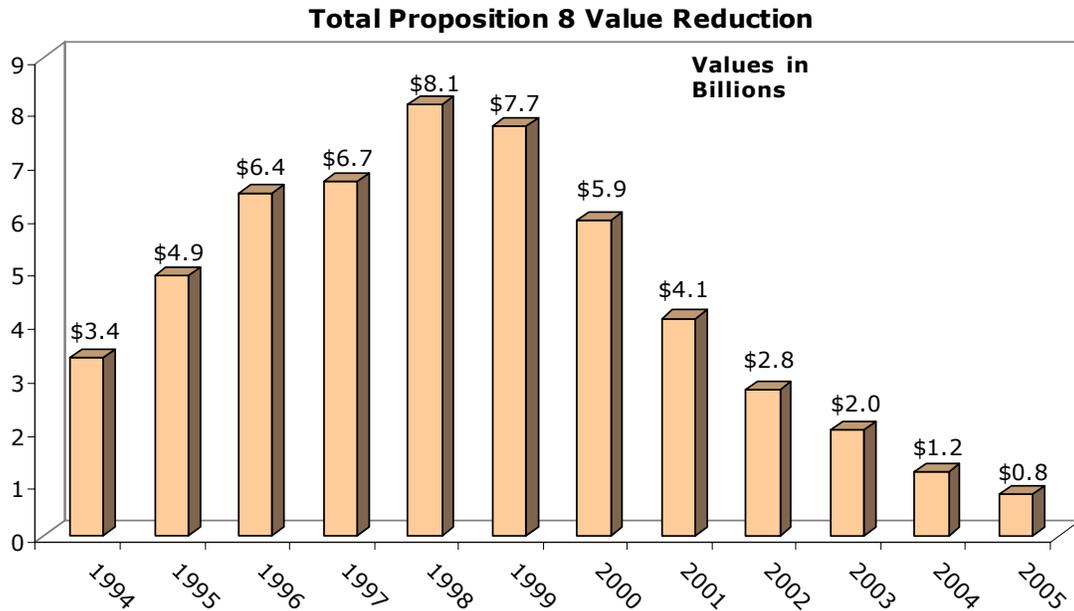
Homeowners' exemptions are the only exemptions reimbursed by the state.

Assessed Value by Base Year			
Secured Roll			
Prop 13 Base Year	Assessment Count	Gross Assessed Value	% of Secured Roll
2005	125,762	\$ 36,429,262,298	22.6%
2004	105,073	25,427,292,691	15.8%
2003	71,864	16,574,805,031	10.3%
2002	53,072	11,468,055,815	7.1%
2001	44,357	9,221,964,606	5.7%
2000	39,662	7,972,902,667	4.9%
1999	33,780	5,898,152,453	3.7%
1998	26,043	4,858,805,810	3.0%
1997	20,416	3,254,574,148	2.0%
1996	20,522	3,283,248,958	2.0%
1995	18,361	3,097,058,738	1.9%
1994	15,820	2,862,498,009	1.8%
1993	15,060	2,810,718,301	1.7%
1992	13,343	2,548,580,367	1.6%
1991	17,338	3,200,828,463	2.0%
1990	19,337	3,565,590,546	2.2%
1989	16,396	3,128,141,624	1.9%
1988	12,967	2,453,885,469	1.5%
1987	11,822	2,014,058,751	1.2%
1986	11,875	1,341,749,694	0.8%
1985	9,562	1,087,880,109	0.7%
1984	8,718	1,018,363,128	0.6%
1983	5,531	624,664,170	0.4%
1982	5,904	740,004,114	0.5%
1981	6,133	766,172,888	0.5%
1980	7,073	790,081,706	0.5%
1979	6,401	571,395,484	0.4%
1978	8,008	823,223,399	0.5%
1977	5,909	405,170,437	0.3%
1976	4,249	275,738,152	0.2%
1975	50,106	2,772,850,769	1.7%
Total	810,464	\$161,287,718,795	100.0%

Proposition 8

Proposition 8, enacted in 1978, requires the Assessor to annually enroll either a property's Proposition 13 value (factored for inflation no more than 2% annually) or its current market value as of January 1 (lien date) of each year, whichever is less. When the current market value replaces

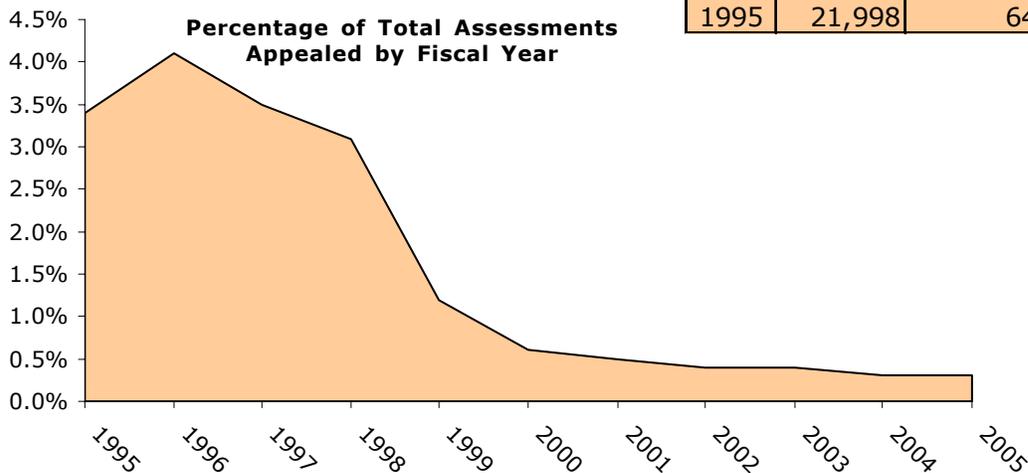
the higher Proposition 13 value on the roll, that lower value is commonly referred to as a "Prop. 8 Value." For the 2005 tax year, a total of 31,898 assessments were valued at reduced dollar amounts in accordance with Proposition 8.



Assessment Appeals

Taxpayers have the right to request an appeal of their property's valuation. There are two independent Assessment Appeals Boards to handle differences in opinion of values between taxpayer and assessor. Each is composed of three private citizens appointed by the County Board of Supervisors. They consider all evidence presented by the property owner and the Assessor's Office at a formal hearing. The Appeals Board then determines the value of the property in question.

Year	Appeals	Total Assessments	% of Total
2005	2,733	859,413	0.3%
2004	2,809	831,610	0.3%
2003	3,475	791,348	0.4%
2002	3,342	766,964	0.4%
2001	3,691	718,765	0.5%
2000	3,957	690,694	0.6%
1999	8,415	673,939	1.2%
1998	20,261	664,081	3.1%
1997	23,308	657,519	3.5%
1996	26,358	649,237	4.1%
1995	21,998	642,743	3.4%



REAL ESTATE MARKET DATA

MEDIAN HOME PRICES HOLD UP

<u>County</u>	<u>June 2005</u>	<u>June 2004</u>	<u>% Change</u>
Riverside	\$393,000	\$319,000	23.2%
San Bernardino	\$322,000	\$246,000	30.9%
Los Angeles	\$475,000	\$414,000	14.7%
Orange	\$603,000	\$540,000	11.7%
San Diego	\$493,000	\$464,000	6.3%
Ventura	\$584,000	\$500,000	16.8%
So. California	\$465,000	\$406,000	14.5%

Source: [The Press Enterprise](#) and DataQuick Information Systems, July 19, 2005

"It [price acceleration] always starts in Orange County, followed by San Diego County, Los Angeles County, Riverside County and then San Bernardino County." John Husing, Inland Empire Economist, [The Press Enterprise](#), May 17, 2005



"The county grew by 89,128 people, pushing its population as of July 1 [2004] to 1,871,950, making its population almost equal to San Bernardino County, with an estimated population of 1,921,131."

Source: [The Press Enterprise](#), May 17, 2005

TOP 3 COUNTIES IN THE NATION; RANKED BY NUMERICAL POPULATION INCREASE

Rank	Geographic Area	Population Estimates		Change, 2000 to 2003	
		July 1, 2004	July 1, 2003 Estimates Base	Number	Pct. Change
1	Maricopa County, AZ	3,501,001	3,388,768	112,233	3.3%
2	Riverside County, CA	1,871,950	1,782,650	89,128	5.0%
3	Los Angeles County, CA	9,937,739	9,860,382	77,357	.8%

Source: [The Press Enterprise](#), April 15, 2005, and the U.S. Census Bureau's "Population Growth Estimates for the 100 U.S. Counties with the Largest Numerical Increase from July 1, 2003 to July 1, 2004"

RECORDER

The Recorder's Office is responsible for examining, recording, imaging, indexing and archiving all official records recorded and filed within Riverside County. This includes maintaining custody of permanent records and providing public access to information regarding land and land ownership. Official records are open for public viewing and copies are available for purchase.

California law governs which documents may be recorded with the County Recorder.

Documentary transfer tax may be due when an interest in real property is conveyed. It is collected by the Recorder at the time of recording. A documentary transfer tax declaration must appear on each conveyance. For more information, visit our website at www.riversideacr.com.

Recorded documents are considered public records and are available for public viewing. Documents are indexed by the names of the principal parties and by the type of document. To locate a document, the name of at least one party or the type of document and the year of recording are required. The general index also contains Tract Maps, Parcel Maps, Survey Records, and Assessment Districts. The public may search the indexes and view the documents at no charge.

Real property records, dating back to 1893, can be found alphabetically by the names of the parties identified on the documents. Individuals may search the indexes from 1893 through 1975 on microfilm/microfiche, while the indexes from 1976 onward can be searched via computer.

Document images from 1893 through 1997 are available on microfilm/microfiche, while document images from 1998 onward are digitized and available via computer.

The Recorder is also the local registrar of marriages and maintains copies of certificates for all births, deaths, and marriages that occur in Riverside County. Copies of these vital records are available for purchase.

Recorder Overview		
For the Year Ended December 31		
	2004	2003
Official Records Recorded	1,039,166	1,019,271
Vital Record Copies Issued	73,379	68,892
Official Record Copies Issued	36,480	36,231

The number of official records recorded increased 2% this year, exceeding one million for the second time in the history of the office. This follows a 28% increase last year.

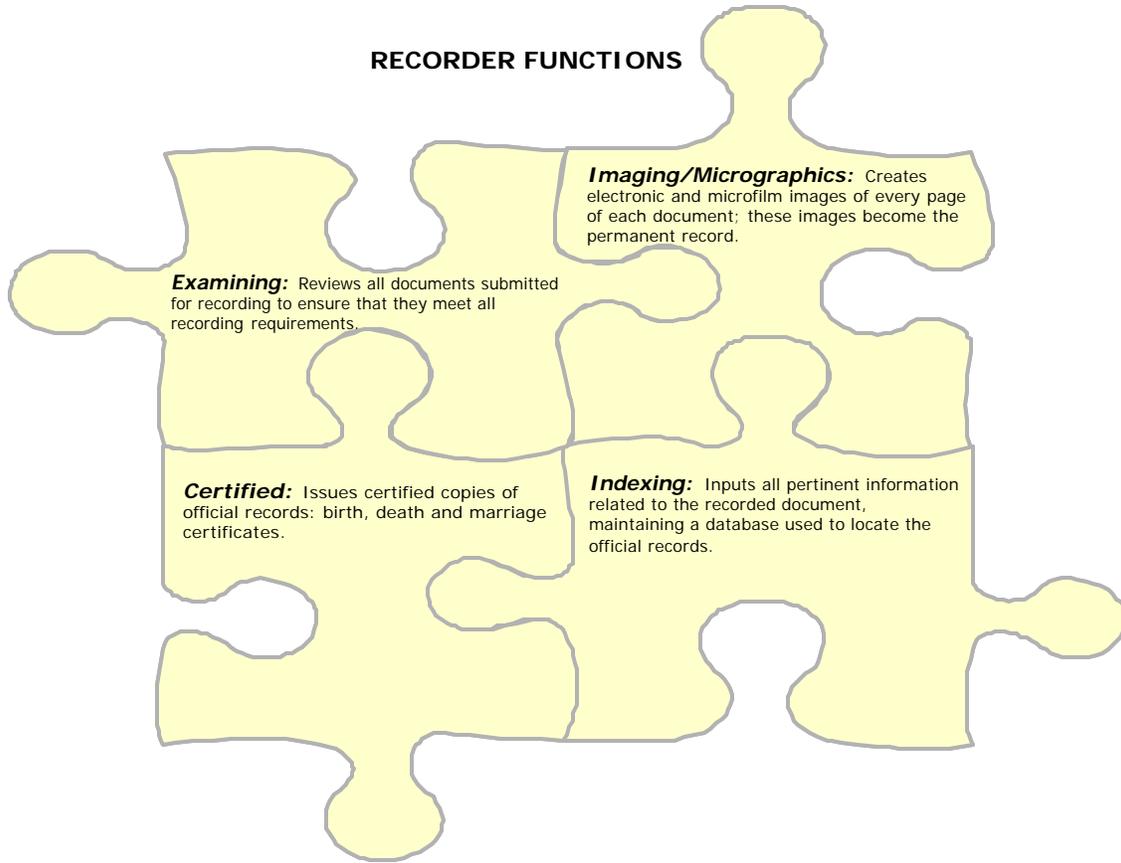
Among the most commonly recorded document types were:

- Deed of Trust
- Reconveyance
- Deed
- Substitution of Trustee

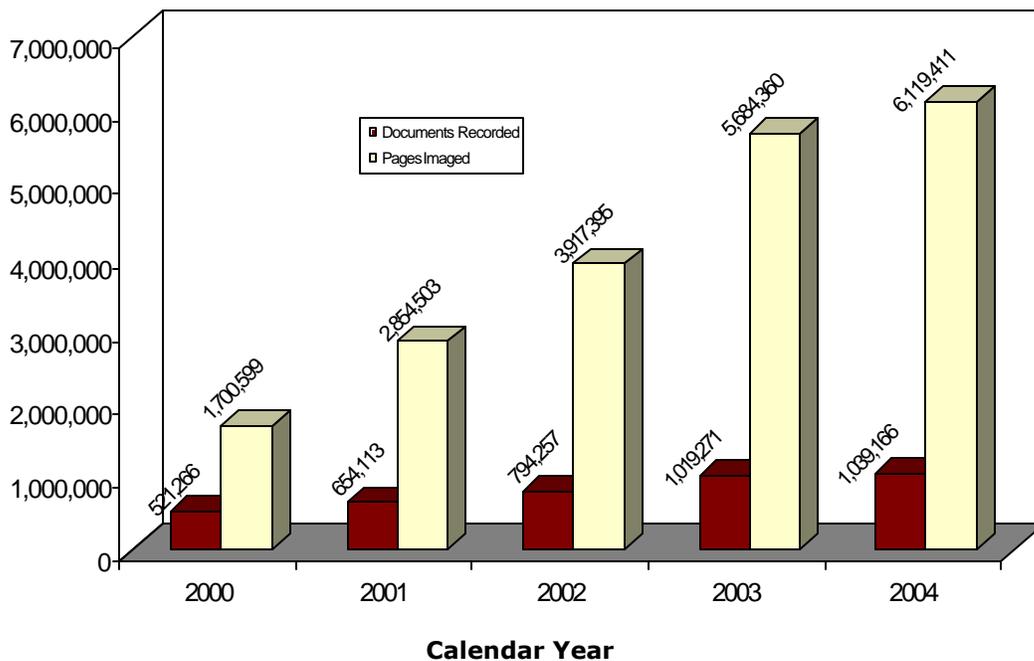
Samples of some common types of recorded documents:

- Real Property Ownership Records
 - Deeds
 - Leases
 - Subleases
- Financial Documents
 - Deeds of Trust
 - Reconveyances
 - Notices of Default
 - Financing Documents
- Maps
 - Parcel Maps
 - Tract Maps
- Declarations of Homestead
- Federal, State and County Tax Liens
- Mechanics' Liens
- Mining Claims
 - Notices of Location
 - Proofs of Labor
- Powers of Attorney

RECORDER FUNCTIONS



OFFICAL DOCUMENTS RECORDED AND PAGES IMAGED



COUNTY CLERK

The County Clerk is responsible for a variety of services, including issuing marriage licenses, conducting civil marriage ceremonies and registering notary public commissions. It accepts fictitious business name statements, proofs of publication of such statements and withdrawal of partnership statements for filing. The County Clerk also facilitates the processing of U. S. passport applications.

While the number one goal of the County Clerk is customer service, the personnel are prohibited by California statute from practicing law. As a result, they cannot advise as to what forms are needed, how to complete forms or respond to any legal questions.

County Clerk Statistics		
For the Year Ended December 31		
	Quantities	
	2004	2003
Public Marriage Licenses	7,808	6,982
Confidential Marriage Licenses	1,322	1,743
Marriage Ceremonies	2,352	2,142
Fictitious Business Names	18,792	16,994
Notary Public Registrations	4,505	3,332
Passport Applications Processed	6,922	7,665
Fish & Game Filings	3,021	2,590
Process Server Registrations	72	100
Professional Photocopier Registrations	2	2
Legal Document Assistant Registrations	10	15
Unlawful Detainer Assistant Registrations	0	1

Note: Process Server, Legal Document Assistant, Unlawful Detainer Assistant, and Professional Photocopier registrations are good for two years.

County Clerk Services:

- Files fictitious business name statements
- Files statements of abandonment of use of fictitious business name
- Files withdrawals from partnerships operating under fictitious business names
- Issues public marriage licenses
- Issues confidential marriage licenses
- Performs civil marriage ceremonies (by appointment only)
- Provides certified copies of confidential marriage licenses (with proper identification)
- Registers notary public oaths and commissions
- Authenticates notary public signatures
- Registers process servers, unlawful detainer assistants, professional photocopiers and legal document assistants
- Processes U.S. passport applications
- Receives negative declarations, notices of determination and notices of exemption
- Receives admitted surety insurer statements
- Files surety insurer powers of attorney
- Maintains roster of elected and appointed county officials
- Files Grand Jury final reports

RECORDS MANAGEMENT AND ARCHIVES PROGRAM

The Records Management and Archives Program provides off-site records storage and retrieval services. In addition, the program offers state of the art document imaging, photographic, computer output to microfilm and a county wide archives program.

Records Management is comprised of the following five service units:

Archives Services

- Identification and protection of records of long term value
- Assist County departments in development of records retention schedules

Computer Output Microfilm (COM) Services

- Computer output online from County mainframe
- Computer output offline from County departments

Document Imaging Services

- Source document microfilming, processing and duplicating
- Cost benefit analysis of microfilming
- Microfilm storage and preservation consulting
- Capability to scan source documents and maps
- Capability to convert scanned images to microfilm

Photo Lab Services

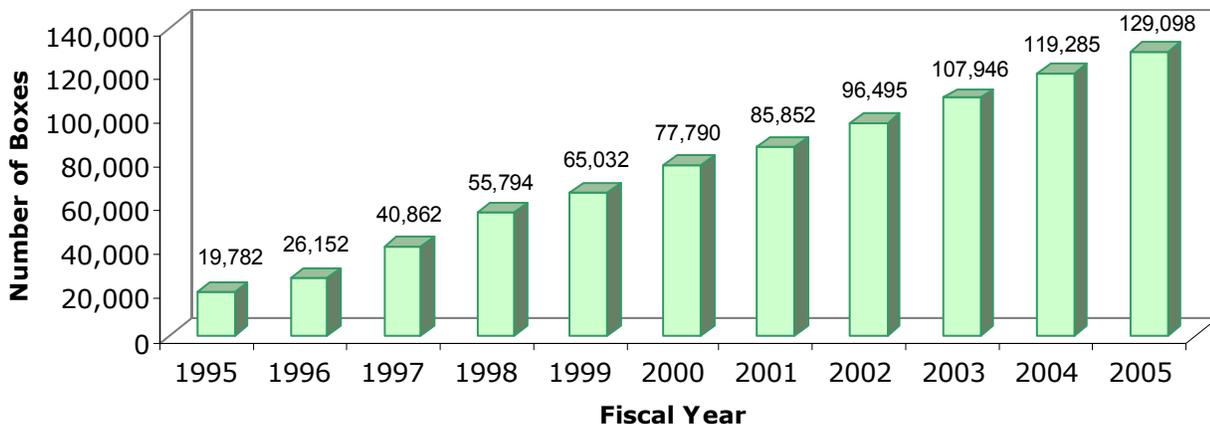
- Color prints and black and white prints
- Print sizes range from 4" X 6" to 12" X 18"
- Film supplies

Records Center Services

- Customized bar coding
- Off-site records storage
- Document retrieval
- Security shredding
- Records management training and consulting
- Online access

Records Management and Archives Program Statistics		
For the Fiscal Year Ended June 30		
	Quantities	
	2005	2004
Records Center:		
Storage Boxes	129,098	119,285
Deliveries	4,681	4,322
Retrievals/Refilings	36,684	34,655
Indexing Boxes/Files	123,654	163,139
Boxes Shredded	3,652	2,660
Work Orders	6,790	6,796
Document Imaging:		
Pages Microfilmed	806,082	1,377,000
Images Converted	7,880,027	5,614,000
Images Scanned	36,639	62,600
Boxes Shredded	344	514
Jobs Processed	274	302
Photo Lab:		
Rolls Developed	964	1,291
Prints Made	27,344	31,921
Computer Output Microfilm:		
Masters	37,478	36,697
Duplicates	126,342	329,531

Records Center Records Storage



Property Assessment Calendar	
January 1	Lien date for the next assessment roll year. This is the time when taxes for the next fiscal year become a lien on the property. Assessed values on this lien date are the basis for the property tax bills that are due in installments in December and the following April.
February 15*	Deadline to file all exemption claims.
April 1	Due date for filing statements for business personal property, aircraft and boats. Business property owners must file a property statement each year detailing the cost of all supplies, machinery, equipment, leasehold improvements, fixtures and land owned at each location within the County of Riverside.
April 10*	Last day to pay second installment of secured property taxes without penalty. This tax payment is based on property values determined for the January lien date 15 months earlier.
May 7*	Last day to file a business personal property statement without incurring a 10% penalty.
July 1	Close of the assessment roll and the start of the new assessment roll year. The assessment roll is the official list of all assessable property within the County.
July 2*	First day to file an assessment appeal application with the Clerk of the Board of Supervisors.
August 31*	Regular roll unsecured taxes due.
November 30*	Last day to file an assessment appeal application for reduced assessment with the Clerk of the Board of Supervisors.
December 10*	Last day to pay first installment of secured property taxes without penalty.
January 1	Lien date for the next assessment roll year.

Assessor-County Clerk-Recorder Telephone Numbers

For information about Riverside County assessments:

Public Information and Ownership	(951) 955-6200
Real Property (land and improvements)	(951) 955-6220
Business Personal Property	(951) 955-6210
Homeowners' Property Tax Exemptions	(951) 955-6200
All Other Property Tax Exemptions	(951) 486-6963
Change in Ownership Issues	(951) 955-6200
Mapping	(951) 486-7419
Assessment Appeals	(951) 955-1060
Administration	(951) 486-7450

Web Site: www.riversideacr.com

For information regarding a tax bill, payment, delinquency or the phone number of the appropriate agency to contact about a special assessment, contact:

County of Riverside Tax Collector (951) 955-3900

For detailed information on a special assessment, call the appropriate agency's phone number (on the tax bill) or contact the Auditor-Controller's office at (951) 955-3800.

Assessor's Voice Response System:

Through this system, which is available 24 hours a day, you may change your mailing address, obtain assessment and tax payment information, request forms for Assessment Appeals, Owner's Request for Review, Exemptions and transfers of base year values for seniors and displaced property owner. You may also get information on Assessor's Office locations and hours. Metropolitan Riverside area (951) 955-6200, outside this area but within the (951) and (760) area codes (800) 746-1544. However, to speak with a technician, you must call during regular phone service hours, Monday thru Friday from 9am to 4pm.

For more information about Riverside County Clerk-Recorder Services:

General Public Information (951) 486-7000

Web Site: www.riversideacr.com

Certified copies can be ordered by phone using Visa, American Express or Master Card credit cards only:

Birth Certificates	(951) 486-7021
Death Certificates	(951) 486-7022
Marriage Certificates	(951) 486-7023

Wedding appointments are required. Appointments are set Monday thru Friday. To schedule an appointment, call the applicable number:

Riverside (Gateway/Moreno Valley)	(951) 486-7406
Indio	(760) 863-7490

*If date falls on weekend or holiday, deadline is extended to the next business day.



UNITED WE STAND

*WE SALUTE THE SOLDIERS WHO BRAVELY SERVE
OUR COUNTRY*

ASSESSOR-COUNTY CLERK-RECORDER FAMILY

(Alphabetical Order by Last Name)

Maria Abrera, Laura Adams, Sean Adams, Margaret Aguirre-Jones, Peter Aldana, Karen Alday, Norma Alejo-Wilbrow, Lori Aleman, Celinda Aligada, Rebecca Alvarez, Sally Amescua, Lavinia Andea, Desire Anderson, Lisa Anderson (Whitlow), Rosemarie Anderson, Scott Anderson, Andrea Andrews, Mary Appleman-Thompson, Pearl Arneson, Elizabeth Arzola-Hinderliter, Shahzad Ashfaq, Joanne Ashworth, Kee Bachtel, Annette Bade, Bernard "Lee" Bailey, Ashley Bailly, Lisa Baker, Jennifer Balcom, Janet Ball, Elleni Barba, Jane Barber, Vicky Basham, Reecie Bauman, Michael Beaman, Anita Bearbower, Brent Benson, Ceauveanne Berg, Dan Berl, Blanca Bernardino, Tina Bernardy, Sonia Bilaver, Lloyd Billotte, Debbie Bjornberg, Jennie Blackadar, Martha Blair, John Botkin, Lisa Bonilla, Dan Boyd, Lisa Bradley, Janice Braga, Jenine Braly, Erica Braunstein, Lisa Briggs, Blanca Brillantes, Angie Briseno, Eryn Brown, Jane Bruner, James Brunmier, Beth Brzytwa, Leslie Bulteman, Stephanie Byrd, Linda Cabocel - Weathers, Adrian Campa, David Carritte, Dan Carroll, Jennifer Casillas, Rosemary Casioce, Dennis Caslav, Marlene Castro, Orland Cavazos, Joyce Celio, Sandy Charest, Betty Chavez, Theresa Chavez, Debbie Cheros, Stephanie Chon, Hosea Clark, Jerry Claxton, Debbie Cochran, Debbie Cochrane, Cathy Colt, Lydia Contreras, Larry Cooper, Cynthia Correa, Josie Cortez, Cecilia Cotin, Linda Cox, Mary Cox, Beth Crawford, Bruce Cristall, Rosemary Cruz, Rebecca Cuellar, Barbara Culhan, David Curtis, David Dameron, Tony Danciu, Steve Daniel, Dennis Daries, Addie Davis, Johnnie Davis, Michelle Davis, Tim Davis, Darin Del Pizzo, Steve Demers, Helena Demeter, Kathy Devol, Dionne Dew, Larry Diaz, Jim Dietrich, Jean Dixon, Luana Doran, Angela Downey, Sean Downs, James Dumontier, Liz Dykes, Joyce Edey, Chandra Edinburgh, Bryan Elsner, Chris Engelhart, Juanita Esparza, Rosie Esparza, Beatriz Espinosa, Eddie Espinosa, Elizabeth Esquivel, Shae Estrada, Tim Farley, William "Billy" Faulkner, Jeannette Feist, Benedict Felix, Michael Feraldi, Irene Fields - Alston, Norma Fletes, Lorraine Flores, Sergio Flores, Wanda Flowers, Gerry Frease, Sandi Freeman, Melanie Gallo, Debbie Garcia, Isabel Garcia, Melissa Garcia, Antionette Garrett, Nancy Garrett, Roger Goelz, Sophia Gomez, Jeff Gonzales, Susan Gonzales, Terri Gonzales, Alycia Gonzalez, Geraldine Gonzalez, Clarice Gordon - Carter, Tanisha Grattan, Fannie Green, Amie Griggs, Christina Guerrero, Jean Guillaume, Martha Guillaume, Jose Gutierrez, Victoria Gutierrez, Sandy Guy, Frances Guzman, Vinse Haley, Mary Hall, Patricia Halman, Mike Hammar, Sherie Hampton, Scott Hanna, Richard Hargis, Jim Harlow, Bertha Harris, Bonita Harris, Mindy Hartman, Rose Hausken, Gisela Hehle, Andy Hehle, Donna Hemze, Quin Henson, Christy Hering, Anita Hernandez, Briana Hernandez, Pepe Hernandez, Renee Hill, Tom Hinderliter, Georgene Hitchler, Nien Ho, Becky Hoffman, David Howenstein, Mike Hudson, Tara Hustava, Kimberly Hutch, Paul Hutchens, Jari Hylton, Tom Iverson, Ann Ingle, Janice Jackson, Steve Jacobs, Kathie Jaffe, Adriana Jimenez, Jeannette Jimenez, Ariana Johnson, Susie Johnson, LaToia Jones, Lisa Jones, Madeline Jones, Margaret Jones, Yvonne Jones, Katie Julian, Linda Junior-Garrett, Keisha Jury, Toni Jury, Erik Karhu, Julia Kalu, Rafiq Kalu, Susanna Kalu, Michael Keck, Donnell Kerr, Ana Khiev, Jim Kieffer, David King, Lisa King, Steve King, Danna Kipnis, Jill Kosmala, Adele Lakes, Gina Landeros, Alan Leach, Lena Leatherwood, Rachelle Lee, Richard Ledesma, Joel Legaspi, Betty Leggette, Rita Lerma, Carolyn Leroy, Wanda Lewis, Fran Livingston, Mannix Llaneras, Sandra "Sam" Lloyd, Adela Lopez, Kirk Lopez, Tina Lopez, Maria Loreda, Lorna - Lei Love, Scott Luttrell, Bonnie Maffia, Lois Mahle, Paula Mallette, Tauna Mallis, Ema Mangona, Reyna Manrique, Tammie Marshall, Mike Martinez, Sharon Martinez, Michele Martinez-Barrera, Michael (Eric) Matejcek, Cheryl Mcalexander, Don Mcallister, Shirley Mccallister, Anita Mckelroy, Amy McMurrich, Leanna Mcteer, Victor Mendoza, Mary Ann Meyer, Donna Meza, Maria Mojica, Cindy Mole, Laurie Montanez, Ritz Monterrey, David Montgomery, Tracy Montgomery, James Moore, Anthony Mora, Nubia Mora-Valencia, Monica Morales, Cassandra Moraveck, Colleen Morris, Jeanette Morris, Larry Morris, Martina Moya, Wendy Myers, Lucy Nevarez, Chau Nguyen, Anthony O'Dea, David Oliver, John O'Neil, Pam Onweiler, Kathy Pairrett, Judy Palacios, Florence Palmer, Eleanor Parra, Jennifer Parra, Toni Parsons, Tami Paul, Kathy Paulo, Mario Paz, Jeannette Perez, Ruth Perez, Sonia Perez, Bonnie Pettis, Mary Phillips, Kim Pierce, Jennifer Piggott, Hugo Pimentel, Melanie Pine, Nancy Posey, Michael Potts, Thelma Quijano, Jessica Quintana, Sapna Ramchandani, Beronica Ramirez, Elvia Ramirez, Fernando Ramirez, Victoria Ramirez, Cynthia Ramos, Sandy Ramos, Fred Ranz, Shirley Reafsnyder, Brenda Reese, Carla Reis-Trovillion, Mia Rich, Kelly Richardson, Danielle Rifilato, Josefina Rivera, William Roberge, Dee-Dee Robles, Arturo Rodriguez, Regina Rodriguez, Santa Rodriguez, Victoria Rodriguez, Christina Rogado, Linda Rojas, Socorro Romero, Monica Rooke, Ben Rose, Ken Rose, Ajabu Ross, Karen Roth, Krista Rovello, Jim Rudzinski, Dianna Ruiz, Mary Ruiz, Ja'Misha Russell, Jordon Salas, Sheila Sampson, Esther Sanchez, Larissa Sanchez, Lora Sanchez, Cassandra Sandoval, Jason Santos, Laurie Santos, Bobbi Schutte, Cherrie Seager, Yvonne Segura, Deanna Semrau, Dee Senior, Sandipan Sharma, Scott Sheldon, Dawn Sherman, Linda Sibley, Jim Siegmund, Sonya Silva, Pradip Singh, Steve Skochinsky, Alona Smith, Nondo Smith, Khammai Souphilauong, Carolyn Speight, Michael Sprang, Nancy St John, Trisha Stassin, Rachael Staylor, Arlene Stevens, Gary Stevenson, Don Still, Keisha Streetz, Lytze Strong, Frit Swain, Annette (Devex) Swift, Steven Swift, Cheryl Swiger, Adeel Syed, Ron Talbot, Barbara Taylor, Isabel Tejada, Dena Thesier, Diana Thomas, Glenda Thomas, Deanna Tilei, Jason Tobin, Jason Tontz, Tupe Tovar, Michelle Trost, Jessica Ulloa, Veronica Ulloa, Joyce Uribe, Melissa Uribe, Rachel Uribes, Martha Urrutia, Lori Valadez, Hector Valle, Dejon Van Oort, Andrea Vasquez, Teresa Verba, Denise Vidales, Doug Vierra, Janet Villacian, Bernadette Villegas, Thien An 'Christine' Vinh, Eufrasia Virgen, Ivan Vojt, Trang "Trisha" Vuong, Cove Walker, Karen Walz, Larry Ward, Cody Watson, Dan Webb, Cheryl Whetstone, Linda White, Lucy Whitmarsh, Vern Whitt, Betty Willetts, Claudia Williams, Cynthia Williams, Kristy Williams, Patricia Williams, Sherry Williams, Dale Williamson, Shereka Willis, Donna Wilson, Judy Wilson, Mary Wimbish, Talie Wright, Tom York, Carol Young, Glenda Youngblood, Sheila Zavala, Darrell Zeller, Steve Zimmerle



Office of the Assessor-County Clerk-Recorder

Larry W. Ward, Assessor-County Clerk-Recorder
2724 Gateway Dr.
Riverside, CA 92507-0918

County of Riverside

Board of Supervisors

Bob Buster, District 1
John F. Tavaglione, District 2
Jeff Stone, District 3
Roy Wilson, District 4
Marion Ashley, District 5

County Executive Office

Larry Parrish, County Executive Officer

