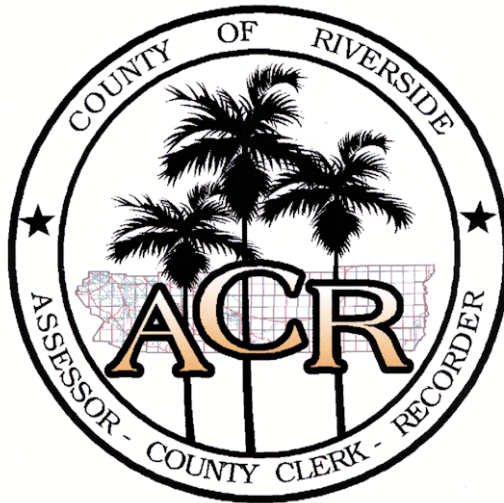


2004-2005 Annual Report

County of Riverside
Assessor – County Clerk – Recorder



Gary L. Orso
Assessor-County Clerk-Recorder

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**Message from the
Assessor
County Clerk
Recorder**

Gary L. Orso



Riverside County is growing at a remarkable pace. The demand for housing continues to attract large numbers of new residents, in turn increasing the market value of real property of all types. In addition to the increasing market values of existing properties, our County continues to experience a tremendous amount of new construction, both residential and commercial. The 2004-2005 Assessment Roll of locally assessed property increased to \$140 billion, up 14.2% from last year. This is the fifth consecutive year with a double-digit percentage increase.

Tax revenue from the assessment roll benefits local school districts, cities, redevelopment agencies, County public services as well as the State.

During 2003, the total number of documents recorded by the Recorder's office increased 28%, exceeding one million for the first time. This follows a 21% increase last year. The County Clerk also experienced significant increases in volume: the number of Notary Public registrations increased 34%, passport applications increased 20%, and Fictitious Business Name filings increased 10%. The number of boxes stored by the Records Management and Archives Program increased 11%.

I wish to thank the Board of Supervisors, the Executive Office and the dedicated, professional employees of the Riverside County Assessor-County Clerk-Recorder's office for the accomplishments we've made throughout the year.

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 2003, our offices served over 150,000 walk-in customers and received over 230,000 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 2003, the Assessor-County Clerk-Recorder's Public Service Division received 3,149 customer survey cards. Ratings are on a scale of one to four, with one being poor and four being excel-

lent. The overall rating, 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 <http://riverside.asrckrec.com> or <http://www.co.riverside.ca.us>.



Temecula
Services provided:
Assessor
County Clerk
Recorder
41002 County Center Drive,
Suite 230
Temecula, CA 92591-6027
Hours*: Mon thru Fri,
8am-noon & 1pm-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-noon & 1pm to 4pm
(760) 778-2400



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-4:30 pm

Assessor-Downtown: (951) 955-6200

Assessor-Gateway: (951) 486-7474

Clerk-Recorder: (951) 486-7000



Hemet
Services provided:
Assessor
County Clerk
Recorder
880 N State St, Suite B-6
Hemet, CA 92543-1496
Hours*: Mon thru Fri,
8am-noon & 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



Blythe
Services provided:
Assessor
Vital Records
Marriage Licenses Issued
Notary Registration
270 N Broadway
Blythe, CA 92225-1608
Hours: Tue thru Thu,
8am-noon & 1pm-4pm
Office Closed Mondays and Fridays
(760) 921-7888

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

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, 2004	
Assessor: Budget Budgeted Employees	\$ 20.9 million 288
County Clerk-Recorder: Budget Budgeted Employees	\$ 16.9 million 210
Records Management: Budget Budgeted Employees	\$ 1.9 million 40

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		
	2004	2003
Real Property Parcels (secured; taxable)	777,671	737,212
Manufactured Home Parcels	58,328	56,303
Permits Processed	47,183	35,212
New Construction Appraised	20,584	9,196
Proposition 8 Parcels (temporary reductions)	34,173	49,499
Ownership Title Documents Received	178,737	151,550
Change in Ownership (reappraisals)	119,211	99,646
Parcel Number Changes (splits & combinations)	48,566	29,017
Parcels with Exemptions	286,827	283,188
Business Personal Property Assessments Processed	57,438	54,849

Current Roll Value Change (Values in Millions)				
	2004	2003	\$ Change	% Change
Local Roll Value Before Exemptions	\$140,148.3	\$122,745.5	\$17,402.8	14.2%
Less: All Exemptions	\$4,657.7	\$4,264.4	\$393.3	9.2%
Net Local Roll Value	\$135,490.7	\$118,481.1	\$17,009.6	14.4%

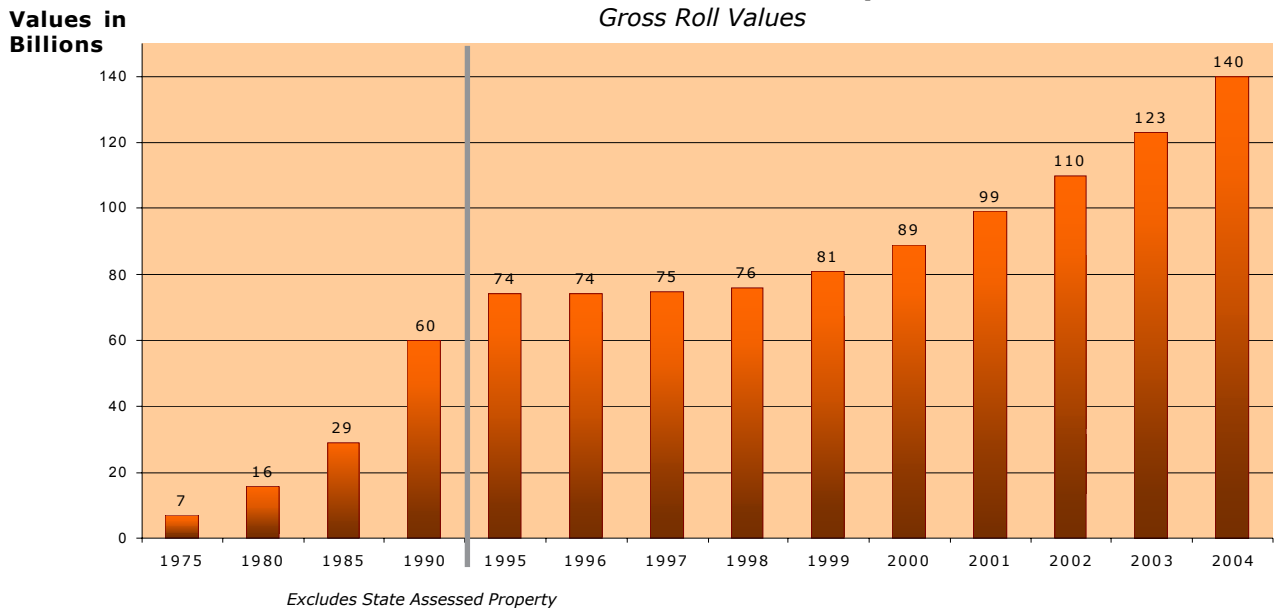
Assessment Roll Summary

	2004	2003	Value Change	Pct. Change
Secured:				
Land	\$43,783,094,202	\$38,519,251,192	\$5,263,843,010	13.7%
Structures	88,849,571,990	77,219,767,587	11,629,804,403	15.1%
Fixtures	810,914,057	834,605,238	(23,691,181)	-2.8%
Trees & Vines	82,770,125	79,633,584	3,136,541	3.9%
Personal Property	773,389,419	726,335,457	47,053,962	6.5%
Gross Secured Total	134,299,739,793	117,379,593,058	16,920,146,735	14.4%
Less Non-reimbursable Exemptions	2,518,189,726	2,216,393,588	301,796,138	13.6%
Net Tangible Value	131,781,550,067	115,163,199,470	16,618,350,597	14.4%
Less Homeowners' Exemptions	1,983,316,453	1,929,020,105	54,296,348	2.8%
Net Taxable Value	129,798,233,614	113,234,179,365	16,564,054,249	14.6%
Unsecured:				
Land	5,008,543	6,243,085	(1,234,542)	-19.8%
Structures	213,495,347	240,869,893	(27,374,546)	-11.4%
Fixtures	2,251,650,119	2,021,808,059	229,842,060	11.4%
Personal Property	3,378,447,781	3,097,072,446	281,375,335	9.1%
Gross Unsecured Total	5,848,601,790	5,365,993,483	482,608,307	9.0%
Less Non-reimbursable Exemptions	156,174,496	119,028,269	37,146,227	31.2%
Net Tangible/Taxable Value	5,692,427,294	5,246,965,214	445,462,080	8.5%
Taxable Secured and Unsecured Value Total (Net)	\$135,490,660,908	\$118,481,144,579	\$17,009,516,329	14.4%

Figures exclude State assessed property

Assessment Roll History

Gross Roll Values



Assessment Roll by City				
	Total Local Roll Values (Gross)		Percent Growth	Percent of Current Roll
	2004	2003		
Banning	\$1,408,808,470	\$1,204,512,980	17.0%	1.0%
Beaumont	975,823,482	662,054,699	47.4%	0.7%
Blythe (see note)	498,284,629	662,058,402	-24.7%	0.4%
Calimesa	429,748,987	389,293,961	10.4%	0.3%
Canyon Lake	1,188,977,234	1,097,435,639	8.3%	0.8%
Cathedral City	2,915,895,947	2,593,819,198	12.4%	2.1%
Coachella	740,838,899	633,683,194	16.9%	0.5%
Corona	12,140,440,250	10,742,534,881	13.0%	8.7%
Desert Hot Springs	757,213,527	641,582,739	18.0%	0.5%
Hemet	3,239,031,061	2,834,607,826	14.3%	2.3%
Indian Wells	3,557,863,264	3,364,410,111	5.7%	2.5%
Indio	2,963,443,206	2,321,586,221	27.6%	2.1%
La Quinta	6,382,962,493	5,453,323,587	17.0%	4.6%
Lake Elsinore	2,303,878,122	1,950,518,738	18.1%	1.6%
Moreno Valley	7,468,219,088	6,449,890,169	15.8%	5.3%
Murrieta	7,101,271,459	5,802,224,230	22.4%	5.1%
Norco	1,865,858,276	1,621,050,897	15.1%	1.3%
Palm Desert	9,239,741,225	8,779,438,282	5.2%	6.6%
Palm Springs	6,448,647,358	5,995,034,496	7.6%	4.6%
Perris	2,113,628,727	1,612,029,375	31.1%	1.5%
Rancho Mirage	5,605,888,885	4,971,566,459	12.8%	4.0%
Riverside	16,479,039,481	15,021,672,608	9.7%	11.8%
San Jacinto	1,300,664,252	1,107,278,507	17.5%	0.9%
Temecula	7,795,288,097	6,931,968,892	12.5%	5.6%
Unincorporated	35,226,885,164	29,902,010,450	17.8%	25.1%
Total Value (Gross)	\$140,148,341,583	\$122,745,586,541	14.2%	100.0%

Note: Blythe Energy power plant transferred to California State Board of Equalization roll.

Real Property 2004 Assessment Analysis					
Gross Secured Roll Values					
	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average Per Assessment
Residential Single Family	\$80,794,268,089	60.2%	405,937	52.2%	\$ 199,032
Commercial	25,032,402,007	18.6%	31,900	4.1%	784,715
Condominiums	9,964,336,648	7.4%	54,007	6.9%	184,501
Apartments	4,583,500,850	3.4%	4,539	0.6%	1,009,804
Manufactured Homes	3,429,175,126	2.6%	58,328	7.5%	58,791
Agricultural	3,099,576,379	2.3%	13,363	1.7%	231,952
Single Family 2-3 units	726,541,127	0.5%	5,417	0.7%	134,122
Vacant Land	5,877,448,216	4.4%	116,250	14.9%	50,559
Timeshare	718,052,706	0.5%	86,955	11.2%	8,258
Other	74,438,645	0.1%	975	0.1%	76,347
Gross Secured Total	\$134,299,739,793	100.0%	777,671	100.0%	\$ 172,695

Business Personal Property 2004 Assessment Analysis					
Gross Secured and Unsecured Roll Values					
	Gross Value	Value Percentage	Assessment Count	Assessment Percentage	Average Per Assessment
General Business	\$5,371,883,806	72.3%	19,875	34.6%	\$270,283
Banks/Financials	49,395,519	0.7%	535	0.9%	92,328
Leasing Co/Special Properties	1,340,500,925	18.0%	12,673	22.1%	105,776
Agriculture	119,493,259	1.6%	554	1.0%	215,692
Apartments	36,336,254	0.5%	1,505	2.6%	24,144
Service Stations-independent	18,536,440	0.2%	126	0.2%	147,115
Service Stations-oil companies	66,254,029	0.9%	298	0.5%	222,329
Non-commercial Aircraft	225,354,658	3.0%	1,535	2.7%	146,811
Boats/Vessels	101,301,018	1.4%	12,687	22.1%	7,985
Direct Enrollments	103,357,958	1.4%	7,650	13.3%	13,511
Gross Secured and Unsecured Total	\$7,432,413,866	100.0%	57,438	100.0%	\$129,399

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.

Unified and Selected School Districts				
(Values in Millions)				
	Net Taxable Value 2004	Net Taxable Value 2003	Assessed Value Change	Pct. Change
<u>Unified</u>				
Alvord	\$4,405.5	\$3,942.7	\$462.8	11.7%
Banning	1,359.8	1,180.6	179.2	15.2%
Beaumont	2,087.7	1,653.1	434.6	26.3%
Coachella Valley	3,229.3	2,710.4	518.9	19.1%
Colton	72.5	67.1	5.3	8.0%
Corona/Norco	16,594.1	14,166.4	2,427.6	17.1%
Desert Center	38.3	37.6	0.7	1.9%
Desert Sands	23,275.2	21,193.5	2,081.7	9.8%
Hemet	6,316.6	5,528.3	788.2	14.3%
Jurupa	5,069.7	4,676.3	393.4	8.4%
Lake Elsinore	6,053.7	5,307.8	745.9	14.1%
Moreno Valley	6,818.1	6,018.6	799.4	13.3%
Murrieta	7,875.3	6,530.5	1,344.8	20.6%
Palm Springs	15,665.8	14,071.3	1,594.5	11.3%
Palo Verde	778.9	944.8	-165.9	-17.6%
Riverside	13,899.4	12,543.2	1,356.1	10.8%
San Jacinto	1,425.3	1,218.7	206.6	17.0%
Temecula	11,240.9	9,284.0	1,956.9	21.1%
Val Verde	2,636.8	2,006.4	630.4	31.4%
Yucaipa	384.4	352.3	32.1	9.1%
<u>School</u>				
Menifee	3,648.6	2,875.6	773.0	26.9%
Nuvview	499.4	441.8	57.6	13.0%
Perris	1,270.9	1,105.6	165.3	15.0%
Romoland	844.4	624.0	220.4	35.3%
Total Value (Net)	\$135,490.7	\$118,481.1	\$17,009.6	14.4%

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 as much as ten times greater 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, 2004			
Exemption Type	Quantity	Total Value	% Total Value
Homeowners'	283,666	\$1,983,316,453	42.6%
Veterans'	1,537	141,195,303	3.0%
Religious & Church	707	490,151,148	10.5%
Cemeteries	3	2,635,822	0.1%
Public Schools	12	63,831,206	1.4%
Public Libraries	1	286,427	0.0%
Museums	7	1,365,924	0.0%
Colleges	11	61,090,219	1.3%
Hospitals	16	524,326,147	11.3%
Private Schools	27	52,524,903	1.1%
Charities	593	1,313,561,456	28.2%
Historical Aircraft	247	23,395,667	0.5%
Total	286,827	4,657,680,675	100.0%

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

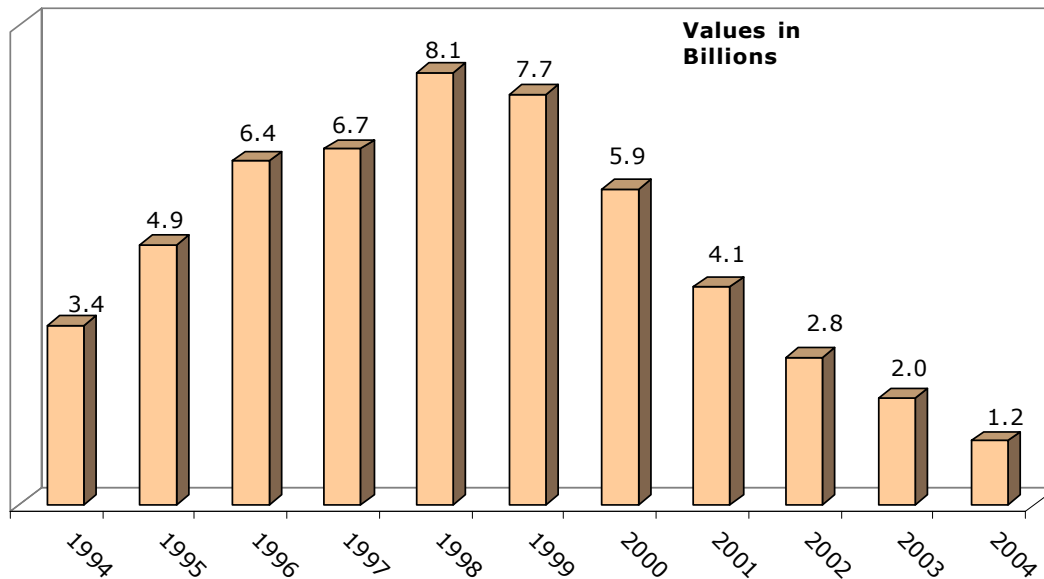
Assessed Value by Base Year			
Secured Roll			
Prop 13 Base Year	Assessment Count	Gross Assessed Value	% of Secured Roll
2004	119,097	25,995,994,147	19.4%
2003	89,643	18,785,771,542	14.0%
2002	62,225	12,769,966,875	9.5%
2001	51,631	10,311,624,810	7.7%
2000	45,288	8,629,442,468	6.4%
1999	37,702	6,450,509,104	4.8%
1998	29,017	5,178,690,836	3.9%
1997	22,865	3,410,436,285	2.5%
1996	22,712	3,629,579,471	2.7%
1995	20,209	3,317,226,317	2.5%
1994	17,543	3,035,725,727	2.3%
1993	16,746	3,050,725,647	2.3%
1992	14,832	2,713,150,914	2.0%
1991	19,488	3,453,730,808	2.6%
1990	21,787	3,851,813,765	2.9%
1989	18,436	3,312,994,547	2.5%
1988	14,390	2,577,047,401	1.9%
1987	13,062	2,138,515,797	1.6%
1986	13,110	1,411,256,357	1.1%
1985	10,492	1,144,423,396	0.9%
1984	9,486	1,038,582,883	0.8%
1983	6,066	665,632,602	0.5%
1982	6,877	783,171,429	0.6%
1981	6,785	774,321,165	0.6%
1980	7,880	832,176,784	0.6%
1979	7,140	609,429,246	0.5%
1978	8,958	848,609,879	0.6%
1977	6,430	426,838,867	0.3%
1976	4,677	283,389,485	0.2%
1975	53,097	2,868,961,239	2.1%
Total	777,671	134,299,739,793	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 2004 tax year, a total of 34,173 assessments were valued at reduced dollar amounts in accordance with Proposition 8.

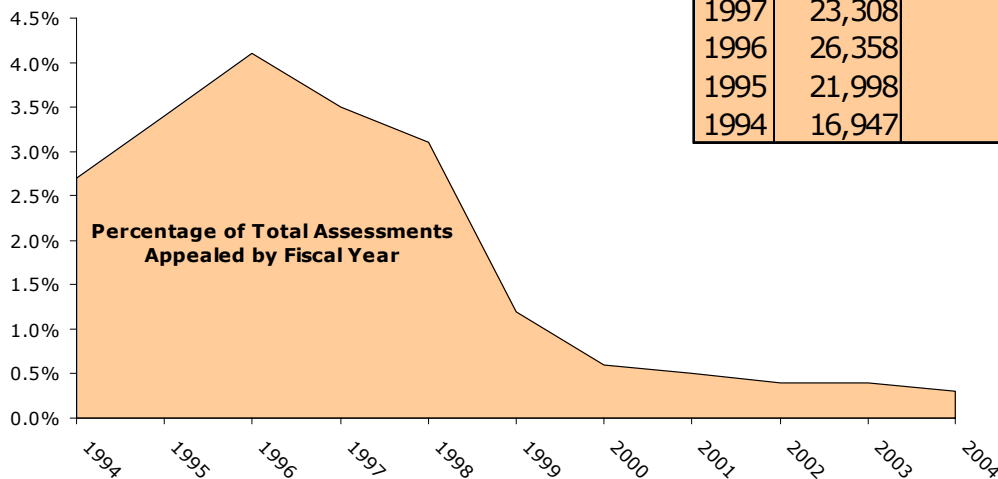
Total Proposition 8 Value Reduction



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
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%
1994	16,947	636,783	2.7%



The TOP 20 COMPANIES

Ranked By Gross Assessed Taxable Value Of
Business Personal Property And Trade Fixtures

1. SHELL WIND ENERGY INC
2. ADVANCED CARDIOVASCULAR SYSTEM INC
3. METAL CONTAINER CORP
4. NESTLE WATERS NORTH AMERICA INC
5. MOUNTAIN VIEW POWER PARTNERS LLC
6. RALPHS GROCERY CO
7. INTERNATIONAL RECTIFIER CORP
8. DAIRY FARMERS OF AMERICA INC
9. EISENHOWER MEDICAL CENTER
10. TIME WARNER ENTERTAINMENT
11. SAN GORGONIO WESTWINDS II LLC
12. ALBERTSONS INC
13. DART CONTAINER CORP OF CALIF
14. KAISER FOUNDATION HEALTH PLAN INC
15. CHARTER COMMUNICATIONS ENTERTAINMENT II LP
16. CHURCH OF SCIENTOLOGY INTERNATIONAL
17. WATSON LABORATORIES INC
18. PEPSI BOTTLING GROUP
19. ROSS STORES INC
20. FPL ENERGY CABAZON WIND LLC



REAL ESTATE MARKET DATA

SOUTHERN CALIFORNIA MEDIAN HOME PRICES CONTINUE THEIR UPWARD MARCH

<u>County</u>	<u>May 2004</u>	<u>May 2003</u>	<u>% Change</u>
Los Angeles	\$394,000	\$313,000	25.9%
Orange County	\$543,000	\$398,000	36.4%
San Diego	\$454,000	\$375,000	21.1%
Riverside	\$317,000	\$241,000	31.5%
San Bernardino	\$236,000	\$186,000	26.9%
Ventura	\$492,000	\$387,000	27.1%

Source: North County Times, June 16, 2004
and DataQuick Information Systems (DQNews.com), June 16, 2004

"... homes in bordering ... counties are so expensive that buyers will continue to flock to Riverside County, in turn driving local home prices higher."

-North County Times, June 16, 2004



" The population of Riverside County has now reached 1.7 million. The growth rate in population has remained phenomenal despite weaker economic conditions in California since 2000. Riverside County population is growing at the highest rate in California among the 25 largest counties . . ."

- 2004 California County Level Forecast,
State of California - Office of Transportation Economics

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

Rank	Geographic Area	Population Estimates		Change, 2000 to 2003	
		July 1, 2003	April 1, 2000 Estimates Base	Number	Pct. Change
1	Los Angeles County, CA	9,871,506	9,519,330	352,176	3.7%
2	Maricopa County, AZ	3,389,260	3,072,149	317,111	10.3%
3	Riverside County, CA	1,782,650	1,545,387	237,263	15.4%

This chart is an excerpt from the U.S. Census Bureau's "Population Estimates for the 100 U.S. Counties with the Largest Numerical Increase from April 1, 2000 to July 1, 2003" (4/8/2004 press release on "Population").

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 inspection 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 <http://riverside.asrclkrec.com>.

Recorded documents are considered public records and are available for public viewing. Documents are indexed by the names of the principal parties. To locate a document, the name of at least one party and the year of recording are required. Maps are included in the general index that 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 for 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		
	2003	2002
Official Records Recorded	1,019,271	794,257
Vital Record Copies Issued *	68,892	70,071
Official Record Copies Issued	36,231	33,506

The number of official records recorded increased 28% this year, exceeding one million for the first time in the history of the office. This follows a 21% increase last year.

Among the most commonly recorded document types were:

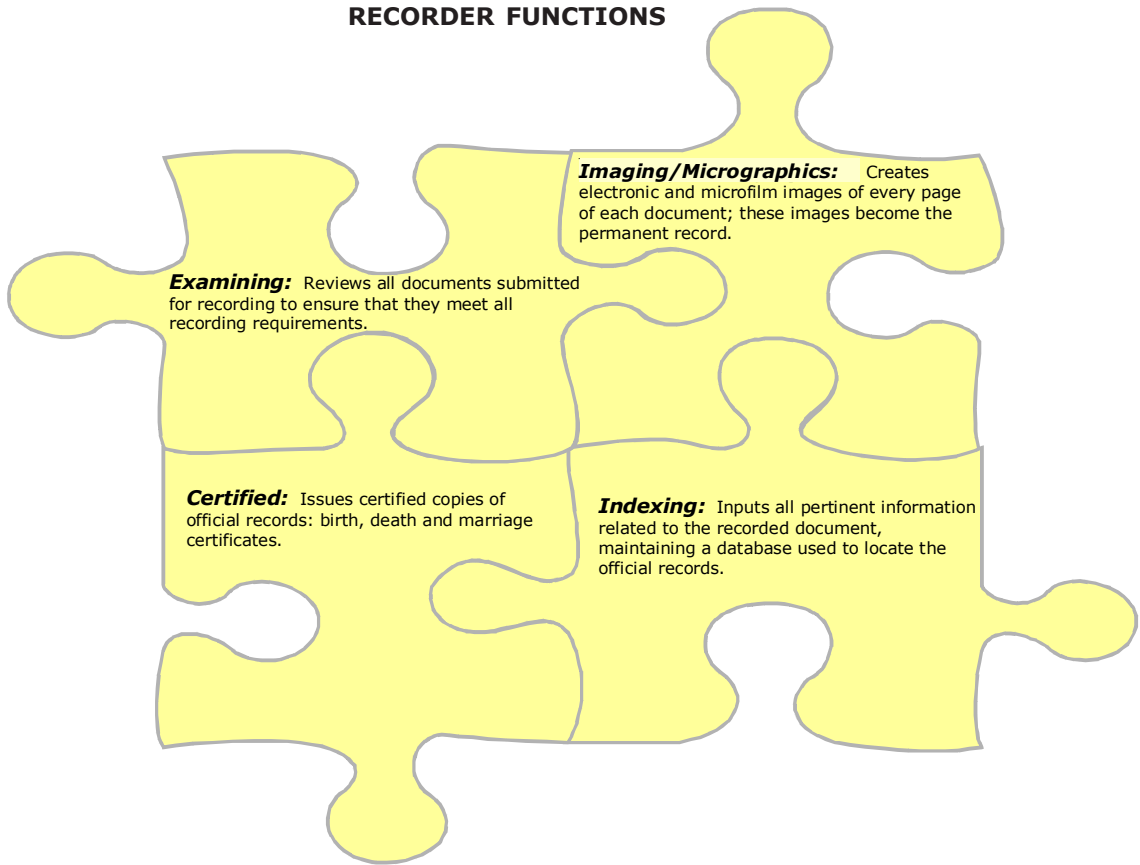
- Deed of Trust
- Reconveyance
- Deed
- Substitution of Trustee

* The reduction in vital record copies issued reflects the enactment of new legislation restricting access to such copies.

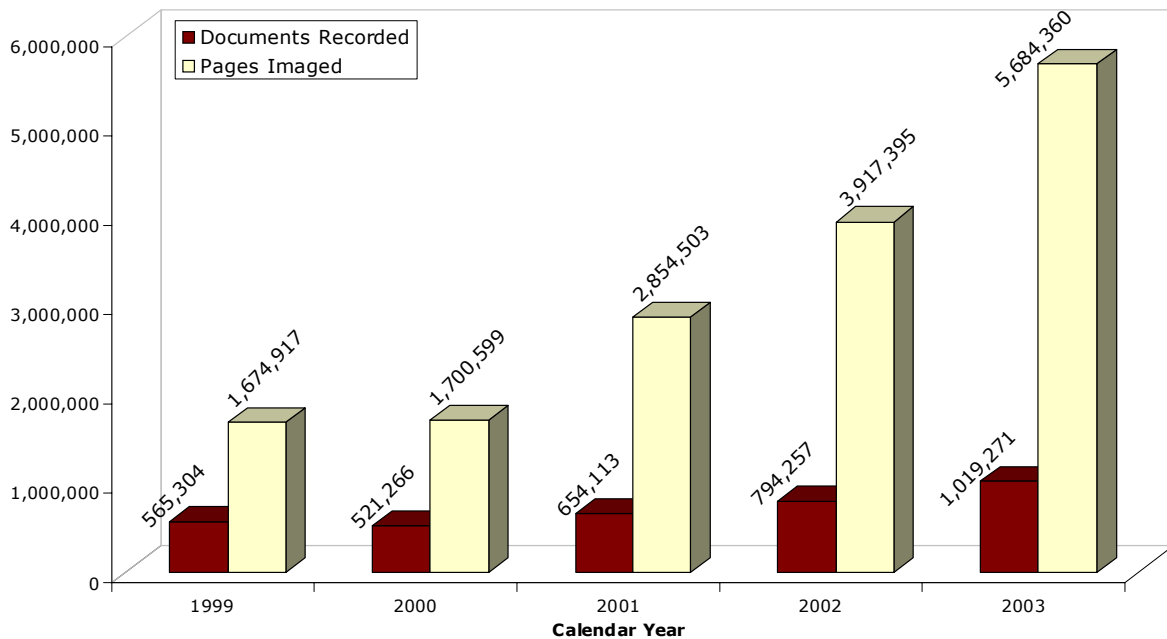
Samples of some common types of recorded documents:

- 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



OFFICIAL 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	
	2003	2002
Public Marriage Licenses	6,982	6,904
Confidential Marriage Licenses	1,743	1,552
Marriage Ceremonies	2,142	2,012
Fictitious Business Names	16,994	15,458
Notary Public Registrations	3,332	2,487
Passport Applications Processed	7,665	6,388
Fish & Game Filings	2,590	2,139
Process Server Registrations	100	92
Professional Photocopier Registrations	2	1
Legal Document Assistant Registrations	15	25
Unlawful Detainer Assistant Registrations	1	4

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

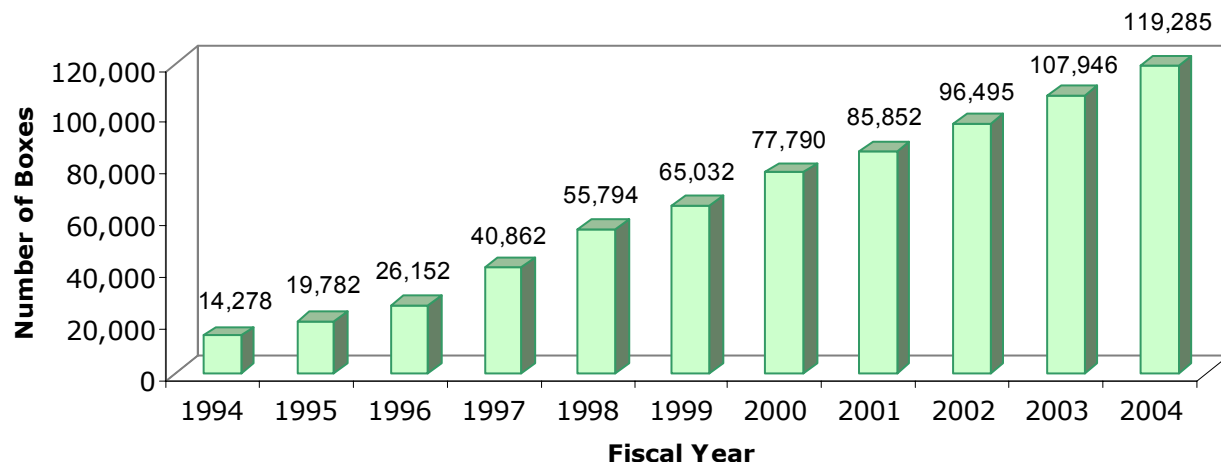
- Color prints and black and white prints
- Print sizes range from 4" X 6" to 12" X 18"
- Film supplies

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	
	2004	2003
Records Center:		
Storage Boxes	119,285	107,946
Deliveries	4,322	4,785
Retrievals/Refilings	34,655	40,557
Indexing Boxes/Files	163,139	291,498
Boxes Shredded	2,660	3,374
Work Orders	6,796	7,806
Document Imaging:		
Pages Microfilmed	1,377,000	1,900,000
Images Converted	5,614,000	4,800,000
Images Scanned	62,600	n/a
Boxes Shredded	514	619
Jobs Processed	302	314
Photo Lab:		
Rolls Developed	1,291	1,800
Prints Made	31,921	46,689
Computer Output Microfilm:		
Masters	36,697	39,908
Duplicates	329,531	316,525

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
Personal Property	(951) 955-6210
Homeowners' Property Tax Exemptions	(951) 955-6200
All Other Property Tax Exemptions	(951) 486-7474
Change in Ownership Issues	(951) 955-6200
Mapping	(951) 486-7419
Assessment Appeals	(951) 955-1060

Web Site: riverside.asrclkrec.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 through Friday from 9:00 a.m. to 4:00 p.m.

For more information about Riverside County Clerk-Recorder Services:

General Public Information (951) 486-7000

Web Site: riverside.asrclkrec.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

Office of the Assessor-County Clerk-Recorder

Gary L. Orso, Assessor-County Clerk-Recorder
4080 Lemon Street, 6th Floor
Riverside, CA 92501

County of Riverside

Board of Supervisors

Bob Buster, District 1
John F. Tavaglione, District 2
James A. Venable, District 3
Roy Wilson, District 4
Marion Ashley, District 5

County Executive Office

Larry Parrish, County Executive Officer

