5 Focal Points of Education

- PowerPoint Presentations for Civic Groups and Senior Centers
- Recorder of Deeds Informational Brochures
- Recorder of Deeds Newsletter/Website
- Recorder of Deeds Web Videos
- Junior Achievement “Biz Town” Kiosk
OVERVIEW

- Repository for **ALL** land transaction records, corporate filings and financing statements in New Castle County.
- Responsibilities included receiving, recording, processing, delivering and providing copies for the general public and business organizations.
- Also collects County deed transfer tax for most municipalities.
New Castle County Organizational Chart

County Council
- President at Large
- 12 Council Members

County Executive / Chief Adm. Officer

Land Use
- Mapping
- Assessment
- Code Enforcement

Special Services
- Engineering
- Sewers
- Maintenance and Repair

Public Safety
- Police
- EMS Paramedics

Row Offices
- Clerk of the Peace
- Sheriff
- Register of Wills
- Recorder Of Deeds

Community Services
- Libraries
- Parks & Recreations
- Senior & Community Activities
Recorder of Deeds
Organizational Chart

Recorder of Deeds

Confidential Secretary

Chief Deputy

Legal Aide

Administrator

Deputy II Scanning/Library

Clerk Typists

Jr. Admin. Aide

Deputy II Indexing/Mail

Clerk Typists

Administrator

Accounting

Acct. Clerk III's

Deputy II Recording

Acct. Clerk I's
Deed:
A legal instrument that conveys title to real property.

Grantor/Grantee:
The Grantor is the person selling the real property and the Grantee is the person buying the real property.

Other Types of Deeds:
Warranty Deed, Quit Claim Deed, Corrective Deed, Confirmatory Deed.
The successive conveyances of a certain property

Within the Deed the conveyances can be found in what is known as the “Being Clause”.

BEING the same lands and premises which Robert F. Fitzgerald and Joanne F. Fitzgerald, formerly his wife, by Deed dated July 18, 1985, of record in the Office of the Recorder of Deeds, in and for New Castle County, Delaware in Deed Book 258, Page 270, did grant and convey unto Robert F. Fitzgerald, single man, in fee.
Legal Description

Includes Metes and Bounds of the real property which are a way of describing land by listing the compass directions and distances of the boundaries.

What it Includes:

- Reference to Buildings
- Acreages
- Reference to public streets
- Condemnation awards
- Other property included in sale
Methods of identifying a property

Plot Plan
Legal Description
Number Address
Lot Number
Parcel Number
Survey
Other Documents
Found in Our Office

- Easements
- Deed Restrictions
- Mortgages (Assignments and Satisfactions of Mortgage)
- Leases
- Plot Plans
- Commissions
- Powers of Attorney
- UCC/Financing Statements
Mortgage Satisfactions

New Legislation helps you the consumer satisfy your mortgage quickly.

DELaware State Senate
14th General Assembly
Senate Bill No. 345

An Act to Amend Title 25 of the Delaware Code Relating to Property.

Be It Enacted by the General Assembly of the State of Delaware:

Section 1. Amend §2111(a), Title 25 of the Delaware Code by deleting the first sentence and replacing it with the following:

"Whenever the debt or duty secured by a mortgage or conveyance in the nature of a mortgage is satisfied or performed, the legal holder of such mortgage or conveyance at the time the satisfaction or performance is completed shall, within sixty (60) days after satisfaction or performance is completed (including the payment of any required satisfaction fees), cause an entry of such satisfaction or performance to be made upon the record by the procedure enumerated in this subsection."

Section 2. Amend §2111(d), Title 25 of the Delaware Code by adding before the period at the end of the sentence the phrase, "together with assessed costs, for each failure, not to exceed $1,000.00."

Section 3. Amend §2111, Title 25 of the Delaware Code by reordering subsections (d), (e), and (f), as subsections (e), (f), and (g), respectively.

Section 4. Amend §2111, Title 25 of the Delaware Code by adding a new subsection (d), to read as follows:

"(d) If the legal holder of a mortgage fails to satisfy the mortgage in accordance with the requirements of subsection (a) of this section, the mortgagor, or his or her agent, shall be entitled to submit a notice to the legal holder of the mortgage demanding that the mortgage be satisfied. The notice shall be sent by certified or registered mail, return receipt requested. The notice shall be sent to the legal holder of the mortgage at the address designated in the payoff statement, or to such other person and/or address as the legal holder may designate in the payoff statement. If (i) no payoff statement is received by the mortgagor or his or her agent, or (ii) no address is provided in the payoff statement and the person issuing the notice has received no address to which to send such notices, or (iii) payments are made electronically and no payment address is
Computer Imaging System:
Our office is equipped with a state of the art computer document imaging system which allows the public to access documents in a few seconds.

Internet:
Our Website www.ncc-deeds.com gives users the capability to access documents while integrating with the County’s Tax parcel information online from home or office, providing our users with one of the most comprehensive land records systems in the Country.
<table>
<thead>
<tr>
<th>Document</th>
<th>Dates</th>
<th>Referenced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deeds</td>
<td>01/01/45 – Current</td>
<td>Seller/Buyer</td>
</tr>
<tr>
<td></td>
<td>2001 - Current</td>
<td>Parcel #'s added to Deeds</td>
</tr>
<tr>
<td>Mortgages</td>
<td>1831 – Current</td>
<td>Mortgagor/Borrower</td>
</tr>
<tr>
<td></td>
<td>07/01/69 – Current</td>
<td>Mortgagee/Lender</td>
</tr>
<tr>
<td>Assignments</td>
<td>07/01/69 – Current</td>
<td>Assignor/Sold Mortgage</td>
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<tr>
<td></td>
<td>10/21/96 – Current</td>
<td>Assignee/Bought Mortgage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original Mortgagor</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>07/01/69 – Current</td>
<td>Direct/Indirect</td>
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<tr>
<td>Incorporations</td>
<td>03/10/86 – 06/29/98</td>
<td>Inc. filed with Sec. of State after 09/30/97 are no longer recorded in NCC ROD</td>
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<tr>
<td>Fed. Tax Liens</td>
<td>10/06/75 – Current</td>
<td></td>
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<tr>
<td>Satisfactions</td>
<td>10/21/96 – Current</td>
<td></td>
</tr>
<tr>
<td>Plot Plans</td>
<td>01/01/1900 – Current</td>
<td></td>
</tr>
</tbody>
</table>
Genealogical Search

“Computer”

- Start with the current owner
- Find current Deed
- Find the “Being Clause”
- Go to previous Deed noted in the “Being Clause”
- Continue following “Being Clauses”
Genealogical Search
“Manual”

Deeds Recorded prior to 1945

- Use Hard Copy Indicies and search for the owner you are interested in; they are referred to as the “grantee” or buyer and are located in the “indirect” indicies.

Deed Indicies

- Locate approximate time period that the buyer purchased the property.
- The hard copy indicies are broken down into five year increments and by the letter of the “grantee’s” last name.
- Use the “Being clause” to trace the owners.
- If a “being clause” is missing, take your last deed showing a clause and search the grantor/direct party in the indirect indicies to locate how they obtained the property.
- Deeds older than 1936 are stored on microfilm in our library.
Sample Index Chart

If you are searching the owner “George Matthew Dorsey” from 1940, you would pull the Indirect Index marked 1940-1945 D.

When you open the index you will see the following chart:

Then turn to page 29 to find Dorsey, George Matthew.
The collections of the Delaware Public Archives are one of our state's natural resources. Their collection of historical records includes records dating from the 17th century to the present, including documents, maps, sound, and audio recordings, and more than 50,000 historical photographs.

The Delaware Public Archives is one of the oldest public archives programs in the country. Created by the General Assembly in 1905, the Archives moved into its current home on January 8, 2001.

The Archives holds more than 40,000 cubic feet of government records and historical documents. You are cordially invited to make use of these valuable historical resources and explore Delaware's past, from early settlement to recent. You can also visit the Delaware Public Archives at www.state.de.us/sos/dpa/
Question and Answer Session