



Orange County Comptroller Martha O. Haynie, CPA Official Records Department

OFFICE CLOSURES

The Official Records Department will be closed on the following holidays:

- December 23 and 26, 2016 - Christmas Holiday observed (Fri and Mon.)
- January 2, 2017 - New Year's Day observed (Mon.)
- January 16, 2017 - Martin Luther King Day (Mon.)
- May 29, 2017 - Memorial Day (Mon.)
- July 4, 2017 - Independence Day (Tue.)
- September 4, 2017 - Labor Day (Mon.)
- November 23 and 24, 2017 - Thanksgiving (Thurs. and Fri.)
- December 22 and 25, 2017 - Christmas Holiday (Fri and Mon.)

NEW ORANGE COUNTY COMPTROLLER-ELECT PHIL DIAMOND, CPA TAKES OFFICE ON JANUARY 3, 2017



Former Orlando Commissioner, current tax attorney and CPA Phil Diamond, was elected in August to replace Martha Haynie, who is retiring after 28 years.

"I've known Phil for many years," Haynie said. "As an Orlando City Commissioner, he was a vigilant watchdog over how public funds were appropriated and spent. His experience and training as a CPA and a tax attorney, along with his local government experience, provide him with the ideal set of skills. Most importantly, Phil has the integrity, judgment and courage, to speak out for Orange County's citizens. I am proud to support and endorse Phil Diamond to be our next County Comptroller."

Inside this issue:

Office Closures	1
Comptroller-Elect Phil Diamond, CPA	1
Comptroller Ethics Policy	2
Online Tax Deed Auctions	2
eRecording	3
Recording Tips and Guidelines	3
Farewell Martha Haynie	4
Note from the Editor	4

COMPTROLLER ETHICS POLICY

Each year during the holiday season, the Official Records Department must routinely refuse any gifts such as food and/or plants.

We are truly touched by your thoughtfulness and generosity. However, based on Florida's Code of Ethics [§112.313(2), F.S.], and the policy of the Orange County Comptroller, we are unable to accept these, or any other types of gifts.

The Official Record's Department strives to provide the highest quality of customer service to all of our customers equally, and at all times. Our goal does not require any extraordinary efforts on your part to show your appreciation. A simple thanks is greatly appreciated by the staff.

Please do not be offended when staff refuses to accept any gifts. We appreciate your cooperation in this effort.

TAX DEED AUCTIONS NOW ONLINE

Beginning October 27, 2016, the Orange County Comptroller's Office began online tax deed sale auctions utilizing RealAuction.com LLC. Our last "live" in-person auction was held on September 29, 2016. We believe that the online auction process will be of benefit to both bidders and property owners while saving money for our taxpayers.

To participate in the online auctions, you will need to register with RealAuction and establish a deposit account. For information and registration visit our website for the online sale of tax deed properties, <https://orange.realtaxdeed.com>.

Our site is designed in an easy to use format that ensures fairness to all parties involved in the auction process. It allows a person to make deposits, place bids, monitor auction activity and pay for their purchases, all from the convenience and comfort of their home, office or laptop.

The online sale site is open 24 hours per day, 7 days per week. This site offers you the opportunity to research property information through links to documents, property information, mapping, and more. Due to its auction-style format, the online sale allows a person to be in more than one place at a time by offering a "proxy bidding" feature.

If you have any questions about the use of the site, please contact the RealAuction Customer Service Department at customerservice@realauction.com or toll free at (877) 361-7325.

ERECORDING WITH THE OFFICIAL RECORDS DEPARTMENT

ERecording is still the most efficient and secure way to record your documents.

The benefits of eRecording include:

- no more courier fees or postage
- no trips to the recording office or standing in line
- fast turn-around time for rejections, within minutes/hours instead of days/weeks
- document security - originals never leave your office
- no check-writing expenses or rejections for insufficient funds
- shortens the search and financial gaps
- can submit recordings 24/7 (even though we only process during regular working hours)

The Orange County Comptroller's Official Records Department is pleased to offer eRecording through several vendors but we don't recommend particular vendors. Please see the eRecording page on our web site <http://www.occompt.com/official-records/erecording/> for more information on eRecording and for selecting a vendor.

If you are ready to streamline your operations and close the gap time, eRecording is the perfect solution for you. Still more questions? Contact Michelle Cassidy at (407) 836-5111 or by email at Michelle.Cassidy@occompt.com to get started.

TIPS AND GUIDELINES FOR RECORDING DOCUMENTS

To reduce the chance of having your documents rejected, we offer the following points:

- Don't combine documents. We can only index one document type per document so if you record a deed with a power of attorney attached, we will index the document only as a deed. The power of attorney will effectively be lost in the Official Records. By recording the power of attorney first, you comply with Florida Law and the document will be properly indexed, searchable, and able to be referenced so it won't need to be recorded again.
- Let us know what the sales price/consideration is on all deeds so we know what to charge for the documentary stamp tax. Just indicating how much tax you are paying is not sufficient.
- Include at least nominal documentary stamps for sales without consideration. Even a property with no mortgage and no consideration requires a \$0.70 stamp tax. If the transaction is exempt from any taxes, it must state so on the document.

FAREWELL MARTHA HAYNIE!



Elected as Orange County Comptroller in 1988, Martha Haynie has served the citizens for seven terms and is Orange County's longest-serving elected official. She is retiring after 28 years in office and will leave behind a legacy of fiscal responsibility, increased transparency, implemented new technologies, and fairness.



Comptroller Haynie defined the very essence of public service and sound stewardship. She has kept a steady hand and careful eye on our County's finances throughout her time in office.

One of Comptroller Haynie's functions has been to serve as the County Recorder. Only 4 million documents had been recorded in Orange County when she took office. On December 3, 2015, the 20 millionth document was recorded, so over 16 million documents have been recorded. She also oversaw the process by which all documents recorded in Orange County from the mid-1850s until today have been transformed to digital images and made available for searching and printing on her web site. Haynie was also an eRecording pioneer, bringing the process to Orange County in 2004.

NOTE FROM THE EDITOR

Our Call Center, at 407-836-5115, will gladly answer any questions to ensure a satisfactory experience with our office. As always, comments and questions are encouraged. Your questions help us be more responsive to our customers' needs.

The Official Records Manager, David Rooney, can be reached directly at 407-836-5118 or by email at David.Rooney@occompt.com



From the Orange County Comptroller's Official Records Department