



City of Riverside Administrative Manual

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Policy Owner(s): Community and Economic
Development

Approved

Department

City Manager

SUBJECT:

Real Property Records – Deeds

PURPOSE:

To provide guidance for maintaining a file record of real property owned or controlled by the City and a record of all deeds recorded.

POLICY:

The Property Management Division of General Services shall be responsible for maintaining up-to-date records of all City owned or controlled properties and master files. The Real Property Services Division of the Community and Economic Development Department shall be responsible for the recording of all deeds with the Riverside County Recorder's Office.

PROCEDURE:

Responsibility	Action
	DEED OUT PROCEDURES (conveyances of City property to a third party or other City related entity.)
Originating Department	1. Sends request to Public Works to prepare deed, includes work order or account number.
Public Works	2. Prepares deed and prepares and/or approves legal description and returns deed to originating department.
Originating Department	3. Transmits deed to City Attorney's Office.
City Attorney's Office	4. Approves as to form and transmits to Clerk for execution.
City Clerk's Office	5. Assigns a Deed Out (DX) number to the document, has executed and notarized, retains a copy and then returns original deed to originating department.

PROCEDURE:

Responsibility	Action
Originating Department	6. Originating department collects recording fees from third party grantee, sends original deed and recording fees to Real Property Services for recording.
Real Property Services.	7. Enters document in Documents Recorded by City of Riverside Log and records document with the Riverside County Recorder's Office. Immediately upon digital recordation, staff sends the original recorded deed to City Clerk, with a copy to Public Works Survey Division, originating department and General Services, Property Division. Enters Instrument Recording Number in Documents Recorded by City of Riverside Log.
Public Works	8. Posts property record control map to reflect the disposition.
Real Property Services	9. Prepares Asset Activity Report/Land & Building Assets form once deed recorded and sends to Finance.
General Services	10. If a Master Property File had been established on the subject real property, reflects the disposition in that file.
	DEED IN PROCEDURES (conveyance of property to the City or other City related entity.)
Originating Department	1. Sends request to Public Works to prepare deed, include work order or account number.
Public Works	2. Prepares deed and prepares and/or approves legal description and returns deed to originating department.
Originating Department/Real Property Services	3. Sends deed to third party grantor for execution.
City Attorney's Office	4. Upon receipt of executed deed, transmits to City Attorney's Office.
	5. Confirms document appropriately executed, notarized and contains "To be Returned to the City Clerk upon Recordation". Approves as to form, sends copy to Clerk's Office for tracking, and returns original deed to requesting department.
City Clerk's Office	6. Upon receipt of copy of deed, logs copy to monitor for receipt of original recorded deed.
Originating Department	7. Prepares transmittal to Real Property Services to record deed.
Real Property Services	8. Real Property Services Manager signs certificate of acceptance. Enters document in Documents Recorded by City of Riverside Log and records

PROCEDURE:

Responsibility	Action
	document with the Riverside County Recorder's Office. Provides instruction to title company if title company recording the deed, that original deed is to be returned to the City Clerk. Immediately upon digital recordation, staff sends the original recorded deed to City Clerk, with a copy to Public Works Survey Division, originating department and General Services, Property Division. Enters Instrument Recording Number in Documents Recorded by City of Riverside Log.
City Clerk's Office	9. Upon receipt of original, assigns Deed In (D) number and sends copy of deed with Deed In number to Public Works and General Services.
Public Works	10. Posts property record control map to reflect the acquisition.
Real Property Services	11. Prepares Asset Activity Report/Land & Building Assets form once recorded and sends to Finance.
General Services	12. Establishes a Master Property File on the subject real property for the Department concerned.