

# IOWA



# LAND RECORDS

**PHIL  
DUNSHEE**  
Project Manager

- Project Updates
  - Search
  - Moving to the Cloud
- Policy Updates
  - Associated References
- Possible Policy Updates
  - Document Formatting
- “Modernization”
- Recording Fees
- “Survey” Response Sought
- Questions

# Search Tools

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## Types

- Name
- Reference
- Location
- Doc. Type
- County
- Advanced

# Search Tools

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## Tips

- Starts With + \*
- \* = Wild Card
- Saved Searches (9)
- Associated References
- Observe County Practices
- Advanced?
  - Name + County + Document Type
  - Name + County + Location

# Search Tools

## Variability





Example:  
Polk, 202400008325

Search ESS Admin Profile Logout

Reference Number: 202400008325 County: Polk

Showing page 1 of 1 (1 results) Refine Search Create Saved Search

Display 10 < 1 > Sort by Recorded Date Descending

<b>County:</b> Polk <b>Deed</b>	Recorded Date: 02/23/2024 10:49 AM	   	
<b>Reference Number:</b> 202400008325	Instrument Date:		
<b>Book and Page:</b> 19724 745	<b>Platted/Unplatted Land:</b>		
<b>Instrument Number:</b> 202400008325	NE, Sec. 31, T. 79, R. 24		SE, Sec. 31, T. 79, R. 24
<b>Grantors/Grantees:</b>	SE, Sec. 31, T. 79, R. 24		Lot 11, Subdiv FRANKLIN PLAZA
DES MOINES CITY OF	DES MOINES MASONIC CEMETERY...	Lot 6, Subdiv FRANKLIN PLAZA	... and 12 more

Display 10 < 1 > Sort by Recorded Date Descending

Showing page 1 of 1 (1 results) Refine Search Create Saved Search

# Search Tools

## Variability

Example:  
Polk, 202400008325

Search ESS Admin Profile Logout

### Document View [← Back](#)

[Download PDF](#)

**Summary Information**

**Document Type:** Deed  
**Recorded Date:** 02/23/2024 10:49 AM  
**County:** Polk  
**Reference Number:** 202400008325  
**Book and Page:** 19724 745  
**Instrument Number:** 202400008325

Grantors		Grantees	
Name	Party Type	Name	Party Type
DES MOINES MASONIC CEMETERY ASSO	Organization	DES MOINES CITY OF	Organization

**Associated Documents**

Reference Number	Book and Page	Document Type	Recorded Date	Actions
202400004533	19708 520	Deed	01/31/2024 08:33 AM	

**Properties**

**Parcel Id:**  
**County Location Abbreviation:** S 1/2 S 1/2 - CONC  
**Legal Description:** S 1/2 S 1/2 - CONC


# Search Tools

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# Variability

Example:  
Polk, 202400008325

22/10/20  
Charge JW

  
Doc ID: 039266480004 Type: GEN  
Kind: DEED CORRECTED  
Recorded: 02/23/2024 at 10:49:02 AM  
Fee Amt: \$42.00 Page 1 of 4  
Polk County Iowa  
JULIE M. HAGGERTY RECORDER  
File# 2024-00008325  
BK 19724 PG 745-748

Prepared by: Glenna K. Frank, Assistant City Attorney, City of Des Moines, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891, (515) 283-4530  
Return to: City of Des Moines, Real Estate Division, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891  
Payee: City of Des Moines, Real Estate Division, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891  
Title of Document: Warranty Deed  
Grantor's Name: Des Moines Masonic Cemetery Association  
Grantee's Name: City of Des Moines, Iowa  
Legal Description: See below on this page  
Project Name: Parks Projects - Masonic Temple Cemetery  
Property Address: 1550 48th St., Des Moines, IA 50311  
Activity ID: 021111018  
Parcel No.: 01

RETURN TO

## CORRECTED WARRANTY DEED

This Deed is being filed to correct the legal description stated in Warranty Deed recorded at Book 19708, Page 520, on January 31, 2024 in the office of the Polk County Recorder.

# Search Tools

## Variability





Example:  
Benton, E19-1210

Search ESS Admin Profile Logout

Reference Number: E19-1210 County: Benton

Showing page 1 of 1 (1 results) Refine Search Create Saved Search

Display 10 < 1 > Sort by Recorded Date Descending

<b>County:</b> Benton <b>Mortgage</b>	Recorded Date: 07/10/2019 10:00 AM	   
<b>Reference Number:</b> E19-1210	Instrument Date: 07/09/2019 12:00 AM	
<b>Book and Page:</b> E19- 1210	<b>Platted/Unplatted Land:</b>	
<b>Instrument Number:</b>	Subdiv 0 Subdiv 0	
<b>Grantors/Grantees:</b> MCNAMARA CAROL MCNAMARA MICHAEL R. CENTER POINT BANK & TRUST CO...		

Display 10 < 1 > Sort by Recorded Date Descending

Showing page 1 of 1 (1 results) Refine Search Create Saved Search

# Search Tools

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# Variability

Example:  
Benton, E19-1210

Summary Information [Download PDF](#)

**Document Type:** Mortgage  
**Recorded Date:** 07/10/2019 10:00 AM  
**County:** Benton  
**Reference Number:** E19-1210  
**Book and Page:** E19- 1210  
**Instrument Number:**

Grantors		Grantees	
Name	Party Type	Name	Party Type
MCNAMARA MICHAEL R	Person	CENTER POINT BANK & TRUST COMPANY	Organization
MCNAMARA CAROL	Person		

Associated Documents

Reference Number	Book and Page	Document Type	Recorded Date	Actions
19-3751		Mortgage	12/20/2019 01:36 PM	

Properties

**Parcel Id:**  
**County Location Abbreviation:** 22-86-9 PAR H PT L2, SUBD  
**Legal Description:** 22-86-9 PAR H PT L2, SUBDIV L7, HUTTON SUBDIV PT SW, PT L8

Platted Land				
Parcel Description	Lot/Unit	Block	Subdivision	City/Town
22-86-9 PAR H PT L2, SUBDIV L7, HUTTON SUBDIV PT SW, PT L8			0	



# Search Tools

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# Variability

## Example: Benton, E19-1210

lowalandrec... / 23625952

Desktop

Center Point Bank & Trust Company, Center Point Office, 901 Bank Court, Center Point, IA 52213

### MORTGAGE

**NOTICE:** This Mortgage secures credit in the amount of \$250,000.00. Loans and advances up to this amount, together with interest, are senior to indebtedness to other creditors under subsequently recorded or filed mortgages and liens.

The names of all Grantors (sometimes "Grantor") can be found on page 1 of this Mortgage. The names of all Grantees (sometimes "Lender") can be found on page 1 of this Mortgage. The property address can be found on page 1 of this Mortgage. The legal description can be found on page 1 of this Mortgage.

**THIS MORTGAGE** dated July 9, 2019, is made and executed between Michael R. McNamara and Carol McNamara; husband and wife (referred to below as "Grantor") and Center Point Bank & Trust Company, whose address is 901 Bank Court, Center Point, IA 52213 (referred to below as "Lender").

**GRANT OF MORTGAGE.** For valuable consideration, Grantor mortgages and conveys to Lender and grants to Lender a security interest in all of Grantor's right, title, and interest in and to the following described real property, together with all existing or subsequently erected or affixed buildings, improvements and fixtures; rents and profits; all easements, rights of way, and appurtenances; all water, water rights, watercourses and ditch rights (including stock in utilities with ditch or irrigation rights); and all other rights, royalties, and profits relating to the real property, including without limitation all minerals, oil, gas, geothermal and similar matters, (the "Real Property") located in Benton County, State of Iowa:

Parcel H, being a part of Lot Two (2), Subdivision of Lot Seven (7), Hutton Subdivision of part of the Southwest Quarter (SW ¼ ) of Section Twenty-two (22) and part of the Northwest Quarter (NW ¼ ) of Section Twenty-seven (27), all in Township Eighty-six (86) North, Range Nine (9), West of the 5th P.M., per Survey recorded in Book 11, Page 194; and a part of Lot Eight (8), Hutton Subdivision of part of the Southwest Quarter (SW ¼ ) of Section Twenty-two (22) and part of the Northwest Quarter (NW ¼ ) of Section Twenty-seven (27), all in Township Eighty-six (86) North, Range Nine (9), West of the 5th P.M., per Survey recorded in Book 06, Page 3791; and a part of Lot Eight (8), Hutton Subdivision of part of the Southwest Quarter (SW ¼ ) of Section Twenty-two (22) and part of the Northwest Quarter (NW ¼ ) of Section Twenty-seven (27), all in Township Eighty-six (86) North, Range Nine (9), West of the 5th P.M., per Survey recorded in Book 14, Page 906.

The Real Property or its address is commonly known as <sup>9357</sup>~~6372~~ 31st Ave , Urbana, IA 52345.

**CROSS-COLLATERALIZATION.** In addition to the Note, this Mortgage secures all obligations, debts and liabilities, plus interest thereon, of Grantor to Lender, or any one or more of them, as well as all claims by Lender against Grantor or any one or more of them, whether now existing or hereafter arising, whether related or unrelated to the purpose of the Note, whether voluntary or otherwise, whether due

# ILR Infrastructure

## Moving To the “Cloud”

- Migration Completed – March 31
- LightEdge
- Lower Total Cost of Service
- Scalable
- Increased Security and Compliance
- More Efficient Management

# Policies & Procedures Associated References



- The Document Reference Number assigned to related documents by a county
- Bilateral Reference – Associated Document References between recently recorded documents and any antecedent document, when electronically indexed
- Adopted 2/15/24 – **Effective 1/1/25**

# Policies & Procedures

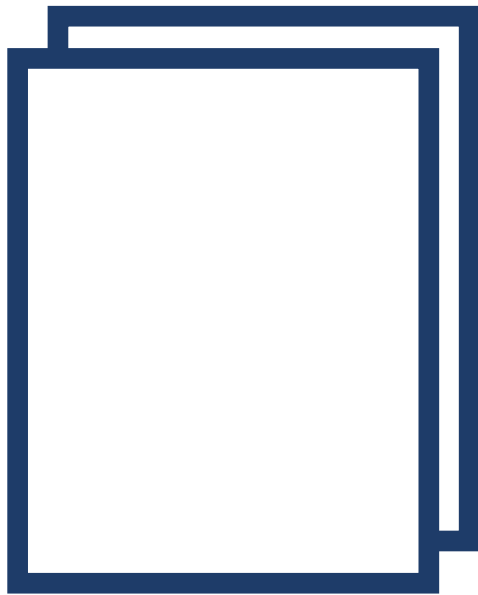
## Associated References



- One of the most popular features of Search
- Bilateral Reference – Required
- Antecedent, when electronically indexed
- Submitters must provide
- Recorders index - "if the reference is present in a document"

# Policies & Procedures

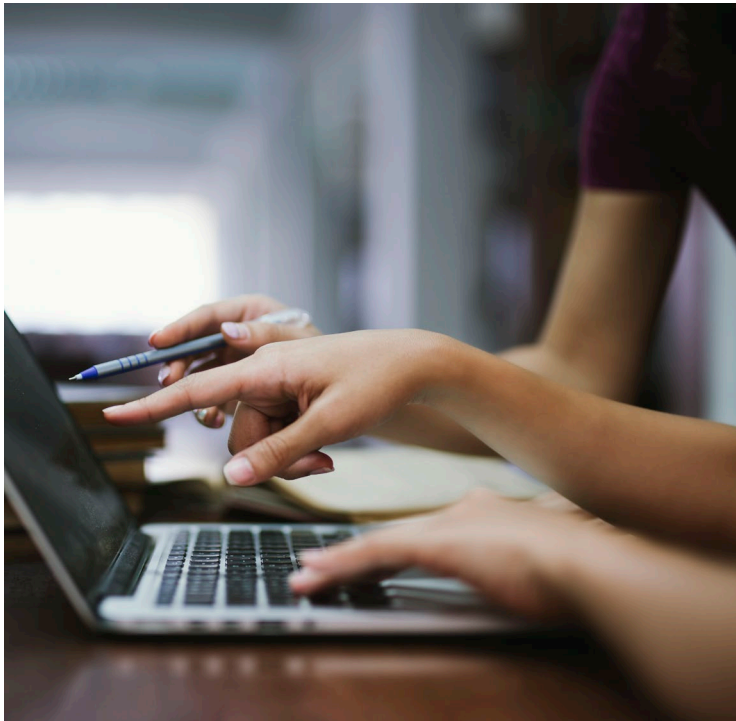
## Associated References



- Types of Associated References

- Conveyance Document and Previous Conveyance
- Mortgages and Satisfactions
- Tax Liens (federal and state) and Tax Lien Releases
- Original recordings, Re-recordings, Corrections
- Conveyance Documents and Companion Documents
  - Groundwater Hazard
- Surveys and Similar Drawings Related to the Same Property
  - Surveys, Plats, Corner Certificates, Monument Certificates, Easements

# Policies & Procedures Associated References



- Do Not Decline If Missing
  - Contemporaneous Documents – Not Possible for the Preparer to Know an Associated Reference
    - Groundwater Hazard
  - Documents Which Do Not Modify or Have Legal Effect On a Previous Transaction
    - Surveys and Related Documents
- Effective Date Intended to Allow for Training or the Discovery of Unintended Effects
- Key Point – If you reference it, it will be indexed

# Modernization Initiatives

## Ideas Being Vetted



- Document Formatting Topics
- Last Updated in 2007
  - Stamp Area
  - Top Margin
  - Cover Sheet Clarifications
  - Index Legends
  - Parcel Identification Numbers
  - Notary Information
  - Reference Numbers and Recording Times

# Modernization Initiatives

## Ideas Being Vetted

INDEX LEGEND					
COUNTY: DALLAS	SECTION	TOWNSHIP	RANGE	¼ ¼	¼
ALIQUOT PART:	36	79	26	NE¼	NE¼
CITY: CLIVE					
LOT, SUBDIVISION:	LOT 2, COUNTRY CLUB WEST PLAT 1 LOT 74, COUNTRY CLUB WEST PLAT 3				
PARCEL ID:	1236226019, 1236226016				
PROPRIETOR (S):	LIVING FAITH LUTHERAN CHURCH				
REQUESTED BY:	LIVING FAITH LUTHERAN CHURCH				
ASSOCIATED DOCS:	BK. 707, PG. 230 BK. 710, PG. PG. 835 BK. 2006, PG. 5933				
PROFESSIONAL LAND SURVEYOR:	JEFFREY A. GADDIS, PLS #18381				
COMPANY:	CIVIL ENGINEERING CONSULTANTS, INC				
RETURN TO:	ATTN: JEFFREY A. GADDIS, PLS 2400 86TH STREET, SUITE 12, URBANDALE, IA 50322				




# Search Tools

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# Variability

Example:  
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22/10/20  
Charge JW

  
Doc ID: 039266480004 Type: GEN  
Kind: DEED CORRECTED  
Recorded: 02/23/2024 at 10:49:02 AM  
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Prepared by: Glenna K. Frank, Assistant City Attorney, City of Des Moines, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891, (515) 283-4530  
Return to: City of Des Moines, Real Estate Division, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891  
Payee: City of Des Moines, Real Estate Division, 400 Robert D. Ray Drive, Des Moines, IA 50309-1891  
Title of Document: Warranty Deed  
Grantor's Name: Des Moines Masonic Cemetery Association  
Grantee's Name: City of Des Moines, Iowa  
Legal Description: See below on this page  
Project Name: Parks Projects - Masonic Temple Cemetery  
Property Address: 1550 48th St., Des Moines, IA 50311  
Activity ID: 021111018  
Parcel No.: 01

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## CORRECTED WARRANTY DEED

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# Modernization Initiatives

## Ideas Being Vetted



### Document Formatting Topics

- Alignment of 331.606A/B and 558.49
- Requirements for Preparers/Submitters
  - Providing required information such as parsed location information (section, township, range, etc.)
  - Provide clarity about including associated references
- Requirements For Recordors
  - Indexing Parsed Location Information
  - Indexing Associated References

# Modernization Initiative Types

## Modernization Projects



- Statewide Property Notification System
- Reconnect with Beacon
- Reforming "Back the Blue"
- Working with SLSI to digitize and publish older surveys and plats
- Plan for a Multi-Jurisdiction Plat Approval Process

# Modernization Initiative Types Modernization Projects



- Expand Document Types for Searching
- "Normalize" Data and Data Formats
- Create a "Text" Search Option for Long Legal Description
- Explore Distributed Ledger Technology
- Indexing External Registry Information

# Land Record Modernization

## Reconnecting Beacon

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LAND RECORDS



- Create a New API
- "Normalize" Parcel Identification Numbers
- Connect through ILR "CAS"
- Functions?
  - User Searches for Property on Beacon – Able to directly access the most recent conveyance document (and possibly other documents)
  - User Searches for Conveyance Document on ILR – Able to directly access Beacon property information
- Part of "Modernization" Initiative

# Land Record Modernization

## Normalize Data



- Identifying Variances in Data Formats
  - Example: Leading Zeros? Abbreviations?
- Identifying Missing Data
  - Example: Parsed Location Information
- Extracting Data From Text Legal Descriptions, or
- Acquiring Data From Other Sources
- Inserting Corrected or Data into ILR
- Enabling Better "Parsed Location Searches"

# Other State Fee Policies

## Central States

Mortgage Recording Fee Central U.S. State

1 PAGE RATE	4 PAGE RATE
\$7 1985	\$22 1985
\$20.02 2023	\$62.91 2023



# Fee Policy

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## Main Talking Points

- Did you know that Iowa recording fees haven't been updated since 1985? Almost forty years! To put this in perspective, the cost of a postage stamp has tripled in that same time span from \$0.22 to \$0.68.
- Iowa recording fees are the lowest in the Central U.S..
- What are the proposed fee changes? Still being planned, but likely less than the rate of inflation.
- An adjustment in these user fees is needed to allow for investment in the planned modernization efforts.



# Land Record Modernization

## “Survey” Alert!

Not Important - Somewhat Important - Very Important



Iowa counties and Iowa Land Records add recently recorded and historical property records to its database every week. Resources permitting, a goal is to have all recorded documents for all counties online dating back to at least 1980.

**I think the goal of putting more records online is ...**

---

Over time, Iowa counties have used different methods for indexing land record information including location descriptions, naming conventions. Additionally, some information was not archived in prior years. Resources permitting, a goal is to have data for all documents posted online “normalized” – meaning the data would be complete and consistent across the 99 Iowa counties.

**I think the goal of making data complete and consistent in Iowa Land Records is ...**

# Land Record Modernization

## “Survey” Alert!

### Not Important - Somewhat Important - Very Important

Consideration is being given to a new policy that would require all Iowa counties to consistently index the parcel identification number (PIN) for each property. PIN numbers could then be used to search for and retrieve property information.

**I think the idea of indexing PIN numbers is ...**

---

The ability to search property documents by specific “parsed” location information such as section, township, range or lot, block, subdivision name or town should be consistent in all counties. Where possible, older records should be updated to include this “parsed” location information.

**I think the idea to make property location information consistent in all counties is ...**



# Land Record Modernization

## “Survey” Alert!

### Not Important - Somewhat Important - Very Important

Iowa Land Records has adopted a new policy to expand the use of associated references between documents. This will allow users to quickly navigate between related documents such as documents associated with the same property.

**I think this expanded approach to using associated references between document is ...**

---



All Iowa counties should consistently process documents when recording ... same fees, same document formatting requirements, same quality customer service.

**I think the goal of consistent document processing in all counties is ...**

# Land Record Modernization

## “Survey” Alert!



- Distributed to all registered ILR users.
- Survey link will also be provided to stakeholder organizations for distribution to their membership.

This survey is not short – but we think it will be worth it to respond.

**THANK YOU!**

<https://www.surveymonkey.com/r/KHWNCMP>

# QUESTIONS

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1. SEARCH
2. ASSOCIATED REFERENCES
3. MODERNIZATION
4. RECORDING FEES
5. STAKEHOLDER SURVEY





# CONTACT US

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[support@clris.com](mailto:support@clris.com)

888-790-2246



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