

PROPERTY FRAUD ALERT: FREQUENTLY ASKED QUESTIONS

What is the Recording Notification System?

The **Recording Notification System** is a service that alerts subscribers (via email) each time a document is recorded with their registered names on it in the Cole County Land Records Office.

Is there a fee to subscribe?

No, this is a free program for all Cole County property owners.

Can I register more than one name at a time?

No. You must make separate application entries for each individual name (personal or business). For a married couple or for those who share the same last name, you must make individual entries for each person.

My last name is spelled differently on occasion; how should I enter it?

Here is an example to illustrate this. We will use the last name “**Van Buren**” as the example. This name may at times be spelled with a space in it, “**Van Buren**”, and at other times with no space, “**VanBuren**”. For cases like this, it is highly recommended that you make two separate applications with both variations of the name. For the Recording Notification System to work as intended the last name spelling or business name spelling on the application and the property must match exactly.

My last name is very common; will I receive notification alerts that could possibly belong to someone else?

It is very possible that an alert that pertains to another individual with the same last name as you could be sent. Again, you want to make sure you enter the last name spelling exactly.

What if my name, my address, or my phone number changes?

You may call or email the Cole County Recorder’s office to request the appropriate measures are taken to change your information.

How long does my name remain on the Recording Notification System?

Your name will remain on the notification list indefinitely.

What information is provided on the recording alert notification?

The alert email will contain the following information: County Location & Recorder of Deed, Document Number, Document Type and the matched party name (personal or business).

What should I do if I receive a Recording Notification Alert?

Contact any other parties whose names maybe be on the document:

Other Parties may be aware of the document and the referenced property or may have mutual concern about the document's potential impact.

Contact your lending institution:

If you believe possible fraudulent activity has taken place then you should contact your bank, mortgage company or lending institution in a timely fashion. This could be extremely helpful.

Contact your attorney:

If you are not sure about the purpose of the referenced document, a private attorney may be able to determine the effect and possible action needed to be taken to minimize any damage and inconvenience of a fraudulent document.