



Department of Planning & Community & Economic Development
Building Inspection Division

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DATE: February 17, 2011

TO: Landlord and Tenant Issues Subcommittee Members

FROM: George C. Hank, Director
 Building Inspection Division

SUBJECT: Property Recording

I have worked with employees from the Planning Division and have received the following data.

Housing Type by Tenure			
	Owner Occupied	Non-Owner Occupied	Total
Single Family Homes and Duplex	42,034	6,368	48,402
Condominium	8,670	2,838	11,508
Total	50,704	9,206	59,910

Other Parcels	
	Total
Multi-Family Parcels	2,684
Notation Parcels	583
Total	3267

This totals 12,473 parcels which we would track. We have estimated that it would cost \$7,200.00 to mail the information and application to the property owners. This number includes paper products, printing costs, postage and labor to process the mass mailing.

At this time we are estimating that 25% of our customers will choose to fill out the form and mail it back it. The cost to process the returned forms and payment would be \$4,500.00.

I have conferred with staff from the IT Department and have been told this is a very doable project. There would be development costs associated with the project and ongoing maintenance. There also would be staff time associated with servicing accounts when customers have forgotten their login ID and/or password. There is also a \$0.27 transaction fee charged by the bank for each online payment.

While the IT department has not been able to provide a specific number at this time, I am fairly confident that we could implement this program with an annual cost of \$5.00 per parcel.