

Requirements to record a document in the Recorder of Deeds

The following format is required to record a document in the Recorder of Deeds:

TOP FIRST PAGE: 3 inch margin (left hand will contain 'Prepared by' and 'Return To' party name, address and telephone number, but RIGHT half MUST be reserved for the exclusive use of the recorder's office)

All other margins on the first page: 1 inch (left and right margin and bottom margin)

All margins on all following pages: 1 inch

All documents should be on 8 ½" X 11" white 20 lb page with a font size no smaller than 10 point. Submission not on 8 ½ X 11 size page will require an additional \$25.00 fee.

UPI to be typed on first page of document directly below the "Return to" party. If there are more than three parcel numbers (UPI), at least one of the parcel numbers must appear on the front of the document along with a notation indicating where the additional parcel numbers are referenced, either on an attachment or in the legal description of the property.

Grantee's address must be legible, type-written is preferred.

For further information, the website is <http://www.pria.us/cart/publications.htm>