



COUNTY OF CHESTER

OFFICE OF THE RECORDER OF DEEDS

www.chesco.org/recorder

RYAN A. COSTELLO, ESQ., Recorder
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DOCUMENT STANDARDS

BEGINNING JANUARY 3, 2005, THIS OFFICE ADOPTED PRIA DOCUMENT STANDARDS. THE FOLLOWING STANDARDS ARE REQUIRED ON *ALL* DOCUMENTS SUBMITTED FOR RECORDING:

- **MARGINS:** Top of first page must have a 3 inch margin (left hand will contain 'Prepared By' and "Return To" party name, address and telephone number, followed by typed UPI number (a typed or computer generated label containing the valid UPI is acceptable). Right half must be reserved for the exclusive use of the recorder). All other margins on first page and subsequent pages should be 1 inch. Creation of a cover sheet, to bring a document into compliance, is acceptable (a cover sheet counts as an extra page when pricing a document). Submissions not meeting this standard must be accompanied by a \$25.00 fee for each non-compliant document.
- **UPI NUMBER(S):**
 - Should be TYPED on the first page of each document directly below the "Return To:" party name. A typed or computer generated label, containing the valid UPI, affixed to the first page is acceptable. Documents containing numerous UPI numbers must list the first UPI on the first page; the remaining UPIs may be listed on a separate sheet of paper after the first page. Creation of a cover sheet, to bring a document into compliance, is acceptable (a cover sheet counts as an extra page when pricing a document). If the UPI number is illegible, unscannable, or possibly ambiguous, the document will be returned to secure a legible, scannable, unambiguous UPI number.
 - A document which states that the parcel is "Part of" a UPI will be accepted if the parcel has not, at the time of recording, been assigned an individual UPI number. Submitters are responsible to make this determination.
 - To verify a UPI number, please call the Bureau of Land Records at 610-344-4561/5968 or go to <http://epin.chesco.org> [User name: upichesco Password: upi01].

Documents not containing a correct, verifiable, properly formatted, legible, scannable UPI number on the first page will be returned unrecorded and a \$5.00 return fee will be due on resubmission of corrected document.

- **PAPER & FONT SIZE:** All submissions should be on 8 1/2" x 11" (letter size) white 20 lb paper using a font size no smaller than 10 point. Double sided printing is allowed provided the printing does not bleed through to the opposite side. Submissions not meeting this standard must be accompanied by a \$25.00 fee for each non-compliant document.
NOTE: Double-sided pages count as two pages.
- **GRANTEE'S/MORTGAGEE'S/ASSIGNEE'S MAILING ADDRESS:** Must be exact, current, legible, scannable, and unambiguous. Typewritten is preferred. In addition, PA State Law {16 P.S. § 9781 and 21 P.S. § 625} requires that the Grantee's/Mortgagee's/Assignee's mailing address be certified with a signature. Documents not meeting this standard will be returned, unrecorded, and a \$5.00 return fee will be due on resubmission of the corrected document.
- **INK:** Black ink is recommended for documents, signatures and notary stamps. Blue and red ink may not scan legibly. Stamps, signatures, or handwritten items which are too light may not be visible on the scanned image. If any of these are determined to be too light, the document will be returned to the submitter, unrecorded, and a \$5.00 return fee will be due on resubmission of the corrected document.

SAMPLE – OVER →

SAMPLE

← 3 inches → ↑	“Prepared By” “Return To” UPI#	LEAVE BLANK For Recorder’s Use Only	
1 inch ↕	FIRST PAGE (or cover sheet)	1 inch ↔	
	↕ 1 inch		

	1 inch ↕		
1 inch ↔	ALL OTHER PAGES	1 inch ↔	
	1 inch ↕		

FOR FURTHER INFORMATION REGARDING DOCUMENT STANDARDS, PLEASE VISIT THE WEBSITE OF THE *PROPERTY RECORDS INDUSTRY ASSOCIATION* (PRIA) AT <http://www.pria.us/cart/publications.htm>

Please refer any questions by email to rodinfo@chesco.org or call 610-344-6330.