



Good Deeds

News from the Office of the Recorder of Deeds, Chester County, Pennsylvania

Volume 1, Issue 2

6/16/2008

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Click on "Records Search" for records online.

Hours:

The office is open Monday through Friday from 8:30am to 4:30pm. However, same-day document recording stops at 4:00pm on all days. The Search Library is open from 8:30am to 4:15pm, weather permitting.

Fees:

For a full list of service fees, see our website: www.chesco.org/recorder.

Reminder:

To save time and facilitate the filing and recording of documents, submitting parties should include two return self-addressed, stamped envelopes with the initial filing. The first envelope will be used to notify the submitting party the document has been received and the second envelope will be used to return the original recorded document. If return envelopes are not included, the notification process will take longer to complete.

Prior Newsletters are available at www.chesco.org/recorder.

New Recording System on the Horizon in Chester County: Partnering Provides Cost Savings

Chester and Lancaster Counties are partnering in their search for new recording systems.

Technologies change quickly and we remain committed to harnessing the latest integrations to better provide accurate and efficient recording of documents. Partnering allows for cost efficiencies and taxpayer savings.

In Chester County, the entire staff is included in the review of various vendors' systems. We continue to invite the title searchers utilizing our Search Library to join in the demonstrations offered in our office by various vendors.

"Our office believes the feedback offered by the title community is an important contribution in the decision-making process for selecting a new system," said Recorder Ryan Costello.

In order to see the systems in action in similarly populated counties, some staff headed out to other counties to view, on-site, the system operations. "Seeing the actual document flow in a

similar county under similar conditions helps us to better determine what will work for us in Chester County," commented Deputy Recorder Ruth Haganir.

The timeline for completion of the review of available systems, and the rigorous selection process involved, is expected to be completed by early 2009. This will ultimately result in a system that is current with new technologies, offers greater capabilities for searching our documents while allowing us to continue offering accurate and timely recordation.



Name Searches at the ROD: Same Day Search Incurs Priority Fee

A name search of property records from five years to date is required for anyone petitioning the court to change his/her own name or the name of a minor child. Beginning August 1, 2008, the fee for same day name searches will be \$20.00 per search. The fee for name search requests made in advance will remain \$10.00 per name search.

When petitioning the court to have a name changed, our office should be contacted, and a name search requested, immediately following the filing of the petition. In order to conduct a name search, our office will need:

- the name to be searched [the name being changed],
- whether the petitioner is a minor,
- the name of any spouse,
- the hearing date, and
- a contact name and phone number for any questions that may arise.

On the day of the hearing, before going to the court, the name search certificate should be picked-up and paid for at our office by the petitioner or his/her representative. Our office does not accept personal checks or credit cards. The office is located at 121 N. Walnut Street in the Borough of West Chester.

UPI Ordinance Amendment

The current County Uniform Parcel Identifier Ordinance is being amended to include steps for more thorough verification of the Uniform Parcel Identifier (UPI) number to ensure the County's tax and parcel maps are as accurate as possible. In brief, the updates include:

- The Bureau of Land Records (BLR) and/or the GIS Department will require a subdivision plan and/or survey clearly stating the metes and bounds prior to the recordation of documents related to that subdivision. This information is needed so that the new parcels can be mapped and assigned UPI numbers more efficiently, prior to out sales of newly-subdivided parcels.
- The municipality's written approval will be required for owners who request separate parcel numbers for multiple described lots contained within one deed. This will ensure that any parcels being created conform to the municipality's current zoning regulations.
- The BLR may reject documents with inaccurate information or without sufficient information provided to properly verify the UPI (e.g., grantor's name, grantee's name, recital, legal description).
- When submitting a Deed of Correction, the amendment requires that the reason for correction be stated clearly on the document.
- All exceptions (out sales from prior conveyances), will be required to be stated clearly on the document.
- The new fee for verification of each UPI number will be \$10.00.

The amended Ordinance will take effect later this year. Notices will be posted and emailed. To sign-up for our email list, insuring you receive notices and updates, please visit our website www.chesco.org/recorder.

Recording Refresher...the GRANTEE'S MAILING ADDRESS

All deeds submitted for recordation in Pennsylvania must contain the precise mailing address of the grantee. This precise mailing address must be exact, current, legible, scannable, and unambiguous. Typewritten is preferred.

In addition, the Commonwealth of Pennsylvania requires that the grantee's mailing address be certified with a signature (16 P.S. § 9781). The individual signing-off on this address needs to carefully check that the address is

complete and correct. This address information is reported to the proper tax assessment authority, thus keeping the property tax rolls current and ensuring that property owners receive timely tax bills.

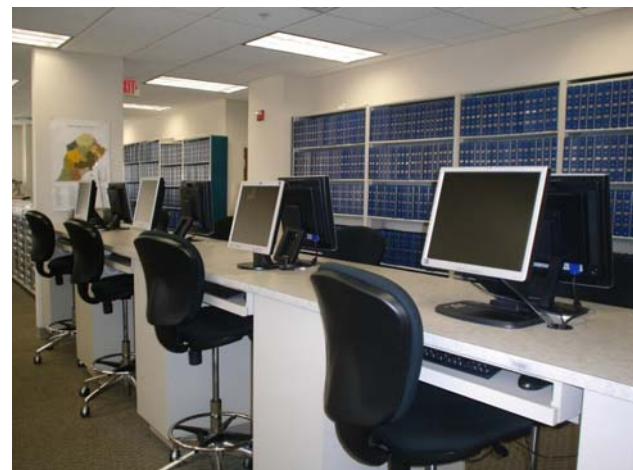
Even in instances where the property taxes will be paid via an escrow account held by a mortgage company or bank, the grantee's precise address is required on the deed.

E-Film System: View documents from book A1 through 1984

Have you visited our Search Library? The Search Library houses many of our deed books, microfiche, and plans. We have a dozen public computer workstations available with various search tools to aid in document research. From there, you can view images of recently recorded documents as well as those from deed books stored in the County Archives. You can view images of these fragile volumes using our IQS E-Film system. Document images are available on E-Film from Book A1—the County of Chester's first volume—through 1984. The digital images are sharp and printable. There is also the

ability to zoom-in and magnify areas on the document. This system allows for easy and efficient historical research and title searching. Document images from 1984 through 1993 are available on microfilm and can be viewed and printed from the Library's microfiche equipment. Images from 1994 to the present can be viewed and printed from the iCRIS Internet search system. The Search Library is part of our office and is housed at the same location, 121 North Walnut Street, in the Borough of West Chester.

The operating hours are 8:30am to 4:15pm Monday through Friday.



Search Library in the Recorder of Deeds Office

2008 Chester County Holidays

The Recorder of Deeds Office will be closed on the following recognized County holidays:

July 4 – Independence Day
September 1 – Labor Day
November 4 – Election Day

November 11 – Veterans Day
November 27 & 28 – Thanksgiving Holidays
December 25 - Christmas
