



# Good Deeds

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

Volume 1, Issue 9

3/19/10

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## Mailing Address:

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Website: [www.chesco.org/Recorder](http://www.chesco.org/Recorder)

Click on "Records Search" for records online.

## Hours:

The office is open Monday through Friday from 8:30am to 4:30pm. Same-day document recording stops at 4:00pm. Same-day plan/plat recording stops at 3:30pm. 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](http://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](http://www.chesco.org/recorder).

## NEWS...NEWS...NEWS...

Several significant projects are underway in the Office of the Recorder of Deeds.

- 1. ROD Strategic Business Plan:** Our draft Strategic Business Plan was submitted to Human Resources for review in December 2009. We are anticipating approval and have begun implementing the overall plan as we complete our daily tasks. The SBP ties our key office activities to our departmental budget and will become a tool to better project and control budget items.
- 2. New Recording System:** Installation of a new recording system is moving forward. Key staff are working to insure the new system functions optimally, providing the best level of service, while maintaining the integrity of and access to land records. All staff will receive hands on training in all aspects of the new system once the installation and testing phases are complete. We will continue our tradition of cross-training all staff in order to provide the best service.
- 3. Move to 313 West Market:** Preparations and planning for the move to the new facility are underway. That move is expected to take place in the Spring of 2011. Our office has some special needs, especially in the move of microfilm, record books, and library equipment. Additionally, the Military Discharge records require secure moving and setup as those records are not permitted to be out of the care/sight of the Recorder's Staff—even during the move.

In future editions of Good Deeds, we will keep you updated on the progress of these important ROD projects.

## ROD Goes Red for Women

Recorder of Deeds Staff recently participated in the American Heart Association's National Wear Red Day helping to build awareness about heart disease in women.



Back (l to r): Ryan Costello, Renee Hall, Judy Govatos, Sue Gayser, Francine Vasquez, Ruth Haganir. Front (l to r): Dom DiArchangelo, Thelma Eberle, Jane DelPaggio, Marlene Reinhart, Carole Warren, Tacie Shupard.

## Recording Refresher...The Uniform Parcel Identifier Number

The most frequent reason for rejection of a submitted document is lack of a correct Uniform Parcel Identifier Number (UPI).

Chester County requires the exact UPI number, to be placed on the first page of each land records document submitted for recording. The office of Bureau of Land Records' primary purpose is to verify each UPI number on each document prior to recordation by the office of the Recorder of Deeds.

### FORMAT OF THE UPI

In Chester County, the UPI number and the Tax Parcel Identification Number (PIN) are NOT the same number. An exact UPI number, in the correct format, is needed for recordation.

### PLACEMENT OF THE UPI

- The UPI number should be **typed** or legibly printed 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. 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.

### UPI Components

The UPI number will consist of some or all of the following components:

1. Municipality identifier (a number from 1 to 73). Identifies in which municipality a property is located. This number is always followed by a dash.
2. Map sheet number, with a possible alpha suffix. Map alphas, if present, are always upper-case. The map sheet number is always followed by a dash.
3. Parcel number.
4. Sub-parcel number. Always preceded by a decimal point (period).
5. Sub-parcel alpha suffix. Always upper-case and never an "I" or an "O".

The following is a valid UPI number. Note: Dashes and decimal points are important; leading zeros are never used.

### 11-5A-26.6B

This property is located in Downingtown Borough on map sheet 5A, as parcel number 26.6B

*Suffixes to the PIN, such as E, U, or T are not part of the UPI and should not be included.*

To verify a UPI number, please call the Bureau of Land Records at 610-344-4561/5968. 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.

## 2009 Basic Recording Stats

YEAR	# DOCUMENTS RECORDED	% DOCUMENTS eRECORDED	EARNINGS
2010 ( <i>Projected</i> )	90,000	25%	\$3.6m
<b>2009</b>	<b>92,926</b>	<b>23%</b>	<b>\$3.5m</b>
2008	80,075	20%	\$3.6m
2007	96,103	10%	\$4.3m

After covering the operating costs of the Recorder's Office—including the Bureau of Land Records and the Research Library—any remaining earnings are transferred to the County's General Fund.