



## DOCUMENT STANDARDS

**TO:** DOCUMENT SUBMITTERS  
**FROM:** TERENCE FARRELL, CHESTER COUNTY RECORDER OF DEEDS  
**DATE:** May 25, 2005  
**RE:** DOCUMENT STANDARDS

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

**TOP FIRST PAGE:** 3 inch margin (left hand will contain "Prepared By" and "Return To" party name, address and telephone number, followed by typed UPI #. Right half must be reserved for the exclusive use of the recorder).

☼☼☼ UPI NUMBERS SHOULD BE TYPED ON FIRST PAGE OF DOCUMENT DIRECTLY BELOW THE "RETURN TO" PARTY. ☼☼☼ Documents that contain numerous UPIs may list the UPIs on a separate sheet of paper after the first page. If the UPI number is illegible or possibly ambiguous, the document will be returned to secure a legible, unambiguous UPI number.

**ALL OTHER MARGINS ON FIRST PAGE:** 1 inch

**ALL MARGINS ON ALL FOLLOWING PAGES:** 1 inch

**ALL SUBMISSIONS SHOULD BE ON 8 ½" X 11" WHITE 20 lb PAPER WITH A FONT SIZE NO SMALLER THAN 10 POINT. DOUBLE SIDED PRINTING IS ALLOWED AS LONG AS THE TYPE DOES NOT "BLEED THROUGH" TO THE OTHER PAGE.**

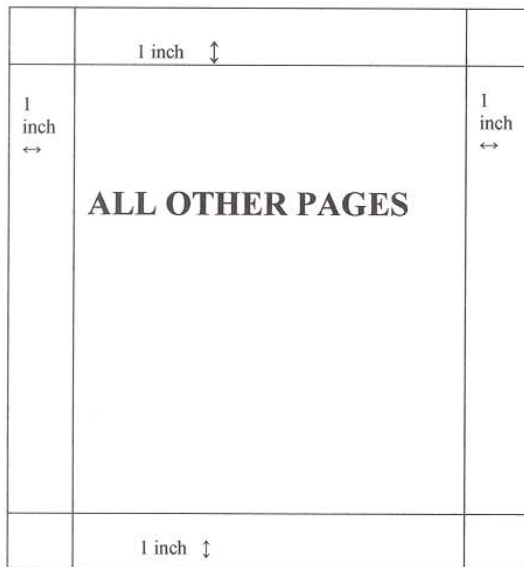
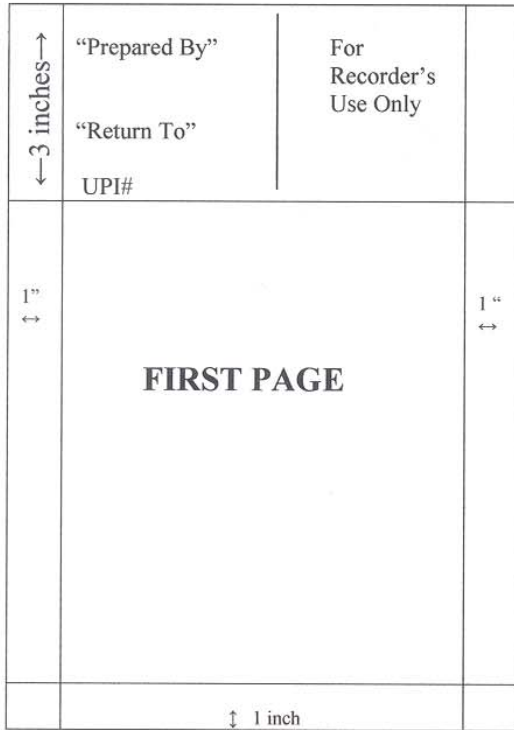
**GRANTEE'S ADDRESS MUST LEGIBLE, SCANNABLE AND UNAMBIGUOUS. TYPE-WRITTEN IS PREFERRED.**

**SUBMISSIONS THAT DO NOT MEET DOCUMENT STANDARDS WILL BE CHARGED AN ADDITIONAL \$25 FEE FOR EACH NON-COMPLIANT DOCUMENT.**

**BLACK INK IS RECOMMENDED BUT NOT REQUIRED. BLUE AND RED INK MAY NOT SCAN LEGIBLY. SIGNATURES OR OTHER HANDWRITING, WHICH IS TOO LIGHT MAY NOT BE VISIBLE ON THE SCANNED IMAGE AND WILL, IF JUDGED AS TOO LIGHT, SUBJECT THE DOCUMENT TO BE RETURNED.**

**DOCUMENTS WHICH DO NOT STATE THE CORRECT UPI# WILL BE RETURNED. 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#. SUBMITTERS ARE RESPONSIBLE TO MAKE THIS DETERMINATION. CALL THE BUREAU OF LAND RECORDS AT 610-344-4561 FOR INFORMATION.**

**SAMPLE – OVER →**



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 to [rodinfo@chesco.org](mailto:rodinfo@chesco.org) or 610-344-6330.