

DOCUMENT STANDARDS


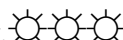
TO: DOCUMENT SUBMITTERS

DATE: September 8, 2011

RE: DOCUMENT STANDARDS

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

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

 PARCEL NUMBERS SHOULD BE TYPED ON FIRST PAGE OF DOCUMENT DIRECTLY BELOW THE “RETURN TO” PARTY. . If a document has three or less parcel numbers, it/they need to be typed directly below the “return to” If there are more than three parcel numbers 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.

ALL OTHER MARGINS ON FIRST PAGE: One (1) inch

ALL MARGINS ON ALL FOLLOWING PAGES: One (1) inch

ALL SUBMISSIONS SHOULD BE ON 8 1/2” X 11” WHITE 20 lb PAPER WITH A FONT SIZE NO SMALLER THAN TEN (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.

BLACK INK IS RECOMMENDED AS BLUE AND RED INK DOES NOT SCAN LEGIBLY. SIGNATURES IN BLUE INK MAY NOT BE VISIBLE ON THE SCANNED IMAGE.

If the Parcel Number is illegible or possibly ambiguous, the document will be returned to secure a legible, unambiguous Parcel Number.

SUBMITTERS MUST CHECK WITH BOARD OF ASSESSMENT PRIOR TO SUBMISSION THAT THE PARCEL NUMBER IS CORRECT. BOARD OF ASSESSMENT CAN BE REACHED AT 610-278-3761.

SEE SAMPLE NEXT PAGE

← 3 inches → ↔	“Prepared By” “Return To” Parcel #	For Recorder’s Use Only	
1” ↔	FIRST PAGE	1” ↔	
	↓ 1 inch		

	1 inch ↓		
1 inc h ↔	ALL OTHER PAGES	1 inc h ↔	
	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 to www.montcopa.org/rodor610-278-3289.