

DOCUMENT STANDARDS

To : All Document Submitters
From : Joseph J Szafran Jr – Bucks County Recorder of Deeds
Date : January 31, 2005
Re : Document (Pria) Standards

BEGINNING JUNE 1, 2005, OUR OFFICE ADOPTED THE 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 county parcel number.) The right hand side must be reserved for the exclusive use of the recorder.

*** CPN numbers are to be TYPED on first page of document directly below the “Prepared By – Return To” party ***

All other margins on first page: 1 inch

Margins on ALL following pages: 1 inch

ALL SUBMISSIONS MUST BE ON 8 ½ BY 11 white, 20 Lb paper with a font no smaller than 10 point.

Doubled sided printing is allowed as long as the type does not BLEED THROUGH to the other pages.

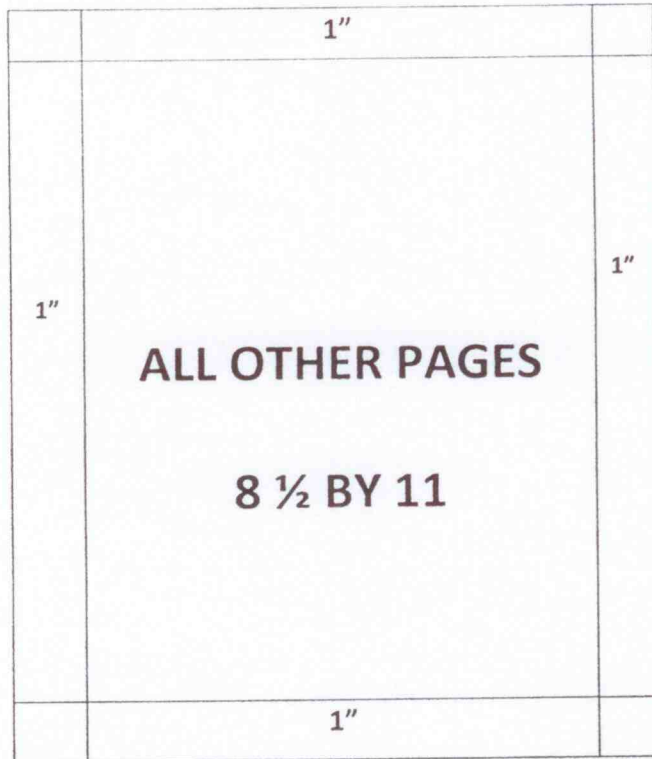
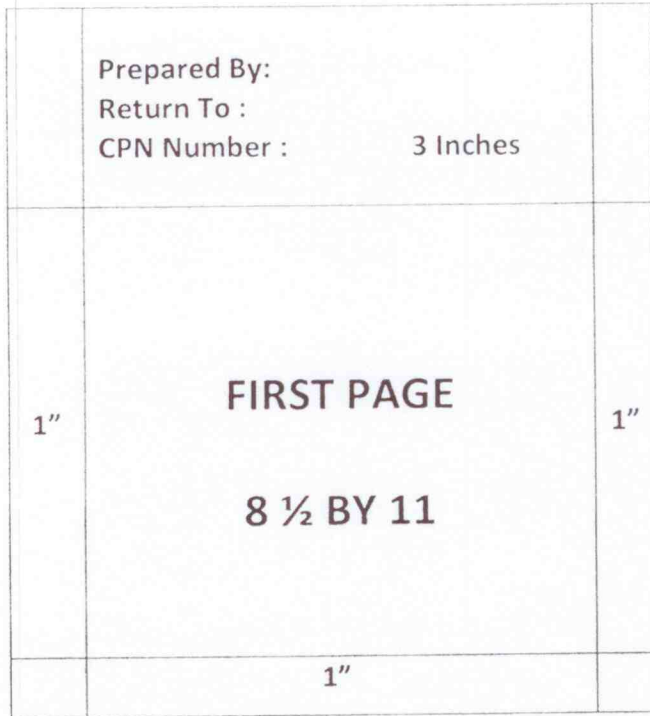
Grantees address MUST BE TYPED.

“BLUE AND RED” ink do not microfilm legibly. Signatures in BLUE ink may not be visible on filmed image.

STARTING JUNE 1, 2005, DOCUMENTS THAT DO NOT MEET THESE STANDARDS WILL BE REJECTED.

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

SUBMITTERS MUST CHECK WITH THE BOARD OF ASSESSMENT PRIOR TO SUBMISSION THAT THE CPN # IS CORRECT. IF A VALID CPN # HAS BEEN ASSIGNED TO A PARCEL, WE WILL NOT ACCEPT “PART OF” THE PARENT PARCEL. Board of Assessment can be reached at 215-348-6236.



FOR FURTHER INFORMATION REGARDING THE DOCUMENT STANDARDS , PLEASE VISIT THE WEBSITE OF THE PROPERTY RECORDS INDUATRY ASSOCIATION (PRIA) AT :
<http://www.pria.us/cart/publications.htm> - PLEASE REFER ANY QUESTIONS TO :
RECORDEROFDEEDS@CO.BUCKS.PA.US - OR - (215) 348-6209