

INDEXING NOTES FOR E-RECORDING SUBMITTERS

- Deeds, Mortgages, Assignments of Rents & Leases, etc., should be indexed
 - Grantors / Mortgagors
TO
 - Grantees / Mortgagees
- Satisfactions, Releases, Amendments, etc., should be indexed
 - Grantors / Mortgagors
TO
 - Grantees / Mortgagees
- Exceptions to the indexing above:
 - Assignments of Mortgages
 - Assignments of UCC's
 - Assignments
- Grantors/Mortgagors/Debtors to the new bank or assignee (not the person, bank etc. executing the document)
- PROPERTY OWNER IS PARTY # 1 IN MOST CASES

MISC

- We do not use periods, commas, dashes, etc.
- Please make sure you choose correct MUNICIPALITY (not the street address)
- Any documents that are going to contain a reference need to have a Book and Page or Instrument Number contained in the document. Prior to 2004 please only reference the Book & Page if possible. We do not insert this information and therefore, it will not be referenced and attached to the document you are referencing.
- Send similar documents that are related to each other in content in the same package (Power of Attorney, deed, mortgage, etc.)
- Send the package with the Deed first and Mortgage second.
 - If you are submitting an Assignment of Mortgage with the mortgage. You must submit the mortgage first. When the mortgage is officially on record you can then use the recording information on the Assignment of Mortgage and proceed to record the Assignment. Do not initially send the documents together for recording i.e. Deed, Mortgage and Assignment of Mortgage
- Send entire package of documents back to us as it was submitted in order for our recording staff to review the reason it was rejected in the first place. Rejection reasons are not coming back for us to review.
- Be sure documents are scanned so they are clear, readable, etc. when we upload them
- Have MAP/PIN number on all documents or a description page
- Be sure you complete the TAXABLE AMOUNT, not just the consideration.
- Include an Exemption Clause or Statement of Value if not paying Realty Transfer Tax.