



HUNTINGDON COUNTY PENNSYLVANIA



Process for Receiving a Uniform Parcel Identifier (UPI) Number

Revised December 15, 2014

In accordance with the UPI Ordinance (Ordinance #2014-2) enacted by the County of Huntingdon, Pennsylvania, all documents submitted for recording at the Recorder of Deeds office that pertain to real estate must list the property's UPI number (also Tax Parcel Number found on tax bills and in the County Assessment Office) **on the first page of the document** to be recorded.

The UPI number must appear as a separate line at the top of the document and in the proper location which is below the top margin. The document layout must have the following blank space available for certification and recording stamps:

- 1. Top Margin of 2 inches or**
- 2. a minimum of at least 4 square inches at the top of the document on one side.**

The UPI fee and any other recording fees will be submitted to the Recorder of Deeds Office. The UPI Certification fee is \$20 per UPI number certification and can be included in the check prepared for the county fee(s). There is no fee for the inclusion of the "parent parcel" number on the document (*see "Other Notes" on Page 4*).

The Assessment Department acting through the Mapping Department (hereafter "The Mapping Department") will verify and either accept or reject the document based on the accuracy of the UPI Number. In order to make this determination, the Mapping Department will compare several pieces of information found in the document to existing County records to determine the accuracy of the information attempting to be recorded. This is being done to ensure the accuracy of all recorded documents, as well as, to aid in any future real estate searches.

All walk in customers for UPI Certification will be received by the Huntingdon County Mapping Department at 233 Penn Street, Huntingdon, PA 16652 during the normal business hours of 8:30 am. to 4:30 pm. Monday through Friday with the exception of Holidays or closings authorized by the County Commissioners. Any submission made after 4:15 pm will be processed on the **following business day**. Mail in and E-file customers will be received by the Recorder of Deeds office and processed in the order which they are received. The Mapping Department will pick up mail in documents daily and return to the Recorder of Deeds within 1 business day.

The Mapping Department staff intends to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within one business day. However, it is anticipated that certification will normally take place immediately upon receipt of a document, depending upon the number of people making a request at the same time. For the convenience of our customers, the Mapping Department will accept copies of documents for advance review, however, a certification stamp will only be applied to original documents.

Once UPI numbers are assigned by the Mapping Department all documents will be submitted to the Recorder of Deeds office for review/recording. All criteria for recording a document in the Recorder

of Deeds office still apply. Any document that does not display the UPI certification stamp will be denied.

Rules for Verification and Certification

The Mapping Department is establishing guidelines for verifying the accuracy of the documents, based on the type of document that is being recorded. The types of documents requiring a UPI number can be broken into three main categories: documents transferring ownership of real estate and documents placing or removing a special condition on real estate, mortgages, and documents satisfying or modifying existing mortgages. Each category has its own rules for document verification, which will be fully described below.

Documents Transferring Ownership of Real Estate and Document Placing or Removing a Special Condition

As the name implies, these documents transfer property, though they may also involve the leasing of real estate or the agreement of sale of real estate. Examples of these documents include, but are not limited to: Deeds, Agreements of Sale, Leases, Declarations of Taking, Waivers, Subdivision Plans, Easements, Right-of-Ways, Memorandums, etc. The Mapping Department will make the final determination as to the category of document being recorded upon submission of the document, however it can be assumed by the preparer of the document that any document that involves the sale, or potential sale of all or a piece of real estate would fall under this category.

In order to determine the accuracy of the document, the following pieces of information from the document will be verified against existing County records:

- The property's UPI Number
- Name(s) of the Grantor(s)
- Situs Address (if available) of the property being conveyed (situs address is the "911 address")
- Municipality of the property being conveyed
- Deed Book and Page/Instrument # of the deed where the grantor(s) obtained the property
- The lot number (if available)
- A metes and bounds description and acreage is required if the conveyance proposes a change of size or description of real estate.

If all of the above pieces of information are found to be accurate, The Mapping Department will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to be in disagreement with County records, the document will be rejected and returned to the person who submitted the document, along with a rejection notice. This process of approval or rejection is the same for all documents reviewed by The Mapping Department.

Mortgages

Any mortgage that is submitted for recording in the Recorder of Deeds Office must have the following information contained within the document for verification by The Mapping Department:

- The mortgaged property's UPI Number
- Name(s) of the Mortgagor (s)
- Situs Address (911 address) of the property being mortgaged
- Municipality where the mortgaged property is located
- Deed Book and Page of the deed where the mortgagor(s) obtained the property

For mortgages, a complete metes and bounds description is not necessary, since it should be the same premises as described on the referenced deed for the mortgaged parcel.

If all of the above pieces of information are found to be accurate, The Mapping Department will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to be in disagreement with County records, the document will be rejected and returned to the person who submitted the document, along with a rejection notice. This process of approval or rejection is the same for all documents reviewed by The Mapping Department.

Documents Satisfying or Modifying Existing Mortgages

Documents that satisfy or modify an existing mortgage, such as Mortgage Satisfaction Pieces, Releases of Mortgage, Assignments of Mortgage, etc, must contain the following 5 pieces of information:

- The mortgaged property's UPI Number
- Name(s) of the Mortgagor(s) and Mortgagee(s)
- Situs Address of the mortgaged property
- Municipality of the mortgaged property
- Mortgage Book and Page OR Instrument Number of the original mortgage

For these documents, a legal description of the mortgaged premises and the terms of the original mortgage are not necessary, because they have already been described and recorded by the Huntingdon County Recorder of Deeds.

If all of the above pieces of information are found to be accurate, The Mapping Department will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to be in disagreement with County records, the document will be rejected and returned to the person who submitted the document, along with a rejection notice. This process of approval or rejection is the same for all documents reviewed by The Mapping

Department.

Other Notes

- If there is more than one UPI Number for the property, all of the necessary information for both properties must be provided on the document with notation as to which information goes with which UPI Number.
- The correct format for a UPI Number is a two digit number, a dash, two digit number, a dash, and a two to six digit number that may contain a decimal point. (12-34-56.78) In some cases, such as mobile homes, properties where land is leased from the state, cell phone towers, building that are taxed separate from the land an additional letter or letters are required. (12-34-56-78SF).
- All documents transferring a side lot addition from one property to another will require 2 UPI numbers, one for the parcel which the side lot addition came from, and one for the parcel to which the side lot addition is being added. The title of the side lot addition and the lot it is being added to must be the same for lot consolidation.
- All documents that transfer a portion of an existing property will require 2 UPI numbers: one for the new property and one for the parent property. No charges will be assessed for the parent parcel UPI number.
- A document may be submitted for review in advance of UPI Certification to expedite the certification process.
- Information required for UPI verification may be found at <http://www.huntingdoncounty.net/>

The above guidelines shall be used during the UPI verification process as outlined by the Huntingdon County UPI Ordinance (#2014-2). Adjustments to the above guidelines may be made if deemed necessary by County staff.