



**DOCUMENT STANDARDS and  
UPI NUMBER(S)**

**TO: DOCUMENT SUBMITTERS**  
**FROM: TERENCE FARRELL, RECORDER OF DEEDS**  
**DATE: July 29, 2004**  
**RE: DOCUMENT STANDARDS**

---

**BEGINNING JANUARY 3, 2005, OUR OFFICE WILL REQUIRE THE FOLLOWING MARGINS 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, but right half must be reserved for the exclusive use of the recorder). **ALL OTHER MARGINS ON FIRST PAGE:** 1 inch

	“Prepared By” “Return To” 3”	
1”		1”
	1”	

**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. SUBMISSIONS NOT ON 8 ½ x 11 SIZE PAPER WILL REQUIRE AN ADDITIONAL \$25 FEE AFTER JANUARY 3, 2005.**

**UPI TO BE TYPED ON FIRST PAGE OF DOCUMENT.**

**If the UPI number is illegible or possibly ambiguous, the document will be returned to secure a legible, unambiguous UPI number.**

**SUBMITTERS MUST CHECK WITH BLR PRIOR TO SUBMISSION THAT UPI IS CORRECT. IF A VALID UPI HAS BEEN ASSIGNED TO A PARCEL, WE WILL NO LONGER ACCEPT “PART OF” THE PARENT PARCEL. BLR CAN BE REACHED AT 610-344-5968.**

**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.**