

PENN ATTORNEYS

TITLE ALERT

DATE: 08/06/10

RE: Title Alert 2010-11 Allegheny County Recording Procedures -- Update

The Department of Real Estate of Allegheny County has sent the below notification regarding strict enforcement of their recording requirements as previously discussed in Title Alert 2010-04.

As Pennsylvania county recording offices are entrusted by state law to be the repository of permanent records of land transfer and other documents for public notice, it is likewise their responsibility that these records be accurate and legible for future reproduction. A number of documents continue to be submitted and recorded outside of our current recording requirements of document specifications.

Effective August 1, 2010, we will be stringently enforcing our recording requirements. Go to www.alleghenycounty.us/re/recreq.aspx for recording requirements.

Please review the following abbreviated list as a reminder of current recording requirements that will be strictly adhered to:

- Social security numbers are NOT permitted to be listed in a document.
- All documents are recommended to be in 10 point font or larger. We will not accept any document with a font of less than 8 point.
- ALL wording on a document MUST be typed. "Mail to address" and "Certificate of Residence" must be typed. Handwriting is only allowed for signatures and acknowledgments.
- Printing must be fully legible and not faded. Documents that had been photocopied numerous times prior to execution often have faded print, and therefore do not scan legibly for archival purposes.
- There must be a 1" margin at the top of the first page of a deed or deed related document for certification stamping.

Again, effective August 1, 2010, submitted documents that do not adhere to these recording requirements and those requirements listed on our website will be rejected without exception.

We thank you in advance for your cooperation and support in helping preserve accurate records in Allegheny County.

Title Alerts from 1997 to present are available on our website at: <http://www.pennattorneys.com>

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