

REGISTRY DISCREPANCY NOTICE

CITY OF PHILADELPHIA
DEPARTMENT OF RECORDS

THIS NOTICE ADVISES YOU THAT THERE IS A DISCREPANCY BETWEEN YOUR DOCUMENT AND THE OFFICIAL CITY MAPS THAT SHOULD BE CORRECTED.

INDIVIDUAL OR COMPANY	DATE
AFFECTED PROPERTY ADDRESS	DOCUMENT ID NUMBER

A deed submitted for recording that affects real estate must contain a legal metes-and-bounds perimeter description of each property noted in the document that conforms to official City tax parcel maps¹. All subdivisions and consolidations should have a survey plan attached that has been approved by a City of Philadelphia Surveyor.

Your document has the following discrepancies:

	MISSING	INCORRECT	INCOMPLETE	ENCROACHMENT	OVERLAPPING PARCEL
1. Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Prior Parcel Sale <input type="checkbox"/> Survey Discrepancy Book and Page # / Document ID #: _____	<input type="checkbox"/> Prior Parcel Sale <input type="checkbox"/> Survey Discrepancy Book and Page # / Document ID #: _____
2. Property Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments: _____ _____ _____ _____ _____	
3. Starting Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Frontage Dimension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Length / Depth Dimension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Bearing / Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

7. Cover sheet from Streets Department Survey Bureau.

8. Copy of Survey Plan. *(Not to be recorded)*

ATTENTION PROPERTY OWNERS/AGENTS:

If your Deed contains an “excepting thereout and therefrom clause,” you must first visit The Streets Department Survey Bureau to get an updated legal description before recording your documents.

¹ Official City tax maps are housed in the Department of Records, Room 163 of City Hall, Philadelphia, PA, 19107, telephone: (215) 686-1487. You are encouraged to visit the Department of Records to research this situation in order to avoid future discrepancies.

NOTE: You may receive this notice before you have received your original documents.