

City of Philadelphia
Department of Records/Recorder of Deeds

**REGULATIONS GOVERNING THE RECORDING OF INSTRUMENTS
AFFECTING REAL ESTATE**

In order to facilitate the recording of documents affecting real estate, commencing July 1, 2000, all such instruments presented to the Department of Records must be accompanied by a Recording Information Summary, official form 82-337 (Exhibit A), except in cases where Uniform Commercial Code forms are presented for recording or in other extraordinary cases. The following standards for the use of the Recording Information Summary will apply:

- a. Any instrument presented for recording without a completed Recording Information Summary will be rejected by the Department of Records.
- b. The Recording Information Summary must be attached to the front of each instrument to be recorded, regardless of whether multiple documents submitted affect the same real estate.
- c. The information provided in the Recording Information Summary will be relied upon by the Department of Records for examination and indexing purposes. If there is any conflict between the Recording Information Summary and the attached document, the Recording Information Summary shall prevail for examination and indexing purposes.
- d. The use of the Recording Information Summary form retrieved from the Department of Records web site is acceptable so long as the completed form is fully consistent with the official form in size, format and legibility and meet all standards for instruments submitted for recording.

Instructions for completing the Recording Information Summary are contained in Exhibit B. The use of the Recording Information Summary is not intended to substitute for compliance with all other Department of Records recording requirements, which continue in effect.

In order to ensure proper recording and electronic storage of documents, commencing July 1, 2000, all instruments submitted to the Department of Records for recording must comply with the following standards, except in extraordinary circumstances:

- a. Instruments must be legible and suitable for imaging.
- b. Each page of an instrument must be 8.5 inches by 11 inches unfolded.
- c. Pages must be printed on one side only, with a 1.5 inch margin at the top and 1.0 inch margins at the bottom and the sides.
- d. All pages, including attachments, must be numbered sequentially.
- e. All information required for recording purposes must be at least 10-point font in size and printed in black ink. Handwritten information is not acceptable.
- f. Paper stock must be 20-pound opaque stock in white or off-white.

QUESTIONS

Further inquiries or comments concerning this regulation should be directed in writing to:
Commissioner
Department of Records
City Hall Room 156
Philadelphia, PA 19107

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