

### Rules for Verification of UPI Numbers

In accordance with the UPI Ordinance enacted by the County of Lebanon, Pennsylvania, all documents submitted to the Recorder of Deeds office for recording that pertain to real estate must list the property's UPI Number (also GIS Number found on tax bills and in the County Assessment Office) on the first page of the document to be recorded. The Permanent Depository will verify and either accept or reject the document based on the accuracy of the UPI Number. In order to make this determination, the Permanent Depository 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 searches.

The Permanent Depository will use information contained within the document and existing County records to verify the accuracy of the information being recorded. Because all documents do not contain the same information, the Permanent Depository is establishing different rules 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 four main categories: documents transferring ownership of real estate, 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**

As the name implies, these documents transfer property from the grantor to the grantee, 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, etc. The Permanent Depository 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 of the property being conveyed
- Municipality of the property being conveyed
- Deed Book and Page/Instrument # of the deed where the grantor(s) obtained the property

**If all of the above pieces of information are found to be accurate, the Permanent Depository will certify the document and present it to the Recorder of Deeds for recording. 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 Permanent Depository.**

### **Documents Placing or Removing a Special Condition**

Unlike the previous group which transfers ownership, these documents keep the same owner, but modify some characteristic of the property. Examples may include, but are not limited to: Subdivision Plans, Easements, Right-of-Ways, Memorandums, etc. As before, the Permanent Depository will make the final determination if the document falls into this group, however, the preparer can assume that a document that retains the same owner(s), but modifies the property or original deed in some way, will fit into 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 Owner(s)
- Situs Address of the property being modified
- Municipality of the property being modified
- Deed Book and Page/Instrument # of the deed where the grantor(s) obtained the property

**If all of the above pieces of information are found to be accurate, the Permanent Depository will certify the document and present it to the Recorder of Deeds for recording. 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 Permanent Depository.**

### **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 Permanent Depository:

- The mortgaged property's UPI Number
- Name(s) of the Mortgagor (s)
- Situs 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 Permanent Depository will certify the document and present it to the Recorder of Deeds for recording. 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 Permanent Depository.**

### **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 Lebanon County Recorder of Deeds.

**If all of the above pieces of information are found to be accurate, the Permanent Depository will certify the document and present it to the Recorder of Deeds for recording. 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 Permanent Depository.**

### **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, a seven digit number, a dash, and a six digit number. (12-1234567-123456) In some cases, such as mobile homes, properties where land is leased from a cooperative, or cell phone towers, an additional dash and four digit number are required. (12-1234567-123456-1234)
- The numbers listed for the Deed Book and Page, or Mortgage Book and Page must be on the first page of the document. This will likely not be the page where the legal description is recorded on the document. If another Book or Page number is given that is within the document, it cannot be searched, and will be rejected.
- Information required for UPI Verification may be found at [http://www.lebcounty.org/Assessment/Pages/UIP\\_Info\\_Search.aspx](http://www.lebcounty.org/Assessment/Pages/UIP_Info_Search.aspx)  
Mortgage Book and Page numbers can be found stamped at the bottom of the original mortgage recorded by the Recorder of Deeds, or at <http://www.landex.com/remote>

(Note: The LANDEX Remote Website is for subscribers only. Subscription information is available at <http://www.landex.com/webstore>)

- All documents transferring a lot addition from one property to another will require 2 UPI Numbers; one for the parcel which the lot addition came from, and one for the parcel to which the lot addition is going to.
- For real estate physically located partly in Lebanon County, but **assessed in an adjoining county**, the UPI Number used shall correspond to the township in which the land in Lebanon County resides:
  - 12-0000000-000000-0000 (Cornwall Borough)
  - 16-0000000-000000-0000 (Palmyra Borough)
  - 19-0000000-000000-0000 (Bethel Township)
  - 20-0000000-000000-0000 (Cold Spring Township)
  - 21-0000000-000000-0000 (East Hanover Township)
  - 22-0000000-000000-0000 (Heidelberg Township)
  - 23-0000000-000000-0000 (Jackson Township)
  - 24-0000000-000000-0000 (Millcreek Township)
  - 28-0000000-000000-0000 (North Londonderry Township)
  - 30-0000000-000000-0000 (South Lebanon Township)
  - 31-0000000-000000-0000 (South Londonderry Township)
  - 33-0000000-000000-0000 (Union Township)
  - 34-0000000-000000-0000 (West Cornwall Township)
  - 99-0000000-000000-0000 (Located completely outside of Lebanon County)
- In all cases, a complete metes and bounds legal description may substitute for the deed book and page numbers where the legal description has been recorded.
- If multiple pieces of information are given to satisfy a single verification criterion, all must be correct in order to be certified (ex. Book & Page AND Instrument Number, multiple municipalities, etc.)

The above guidelines shall be used during the UPI verification process as outlined by the Lebanon County UPI Ordinance. Adjustments to the above guidelines may be made if deemed necessary by County staff.

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Daniel L. Seaman  
Chief County Assessor