

DOCUMENT STANDARDS

To: All Document Submitters
From: Robin M Robinson – Bucks County Recorder of Deeds
Re: Document (PRIA) Standards

BEGINNING JUNE 1, 2005, OUR OFFICE ADOPTED THE PRIS DOCUMENT STANDARDS. THE FOLLOWING STANDARDS ARE REQUESTED 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, followed by typed county parcel number.) The right hand side must be reserved for the exclusive use of the recorder.

Parcel numbers are to be TYPED on first page of document directly below the “Prepared By – Return To” party

All other margins on first page: 1 inch

Margins on ALL following pages: 1 inch

ALL SUBMISSION SHOULD BE ON 8 ½ BY 11 white, 20lb paper with a font no smaller than 10 point. Doubled sided printing is allowed as long as the type does no BLEED THROUGH to the other pages.

Grantees address SHOULD BE TYPED.

“BLUE AND RED” ink do not microfilm legibly. Signatures in BLUE ink may not be visible on filmed image.

If the County Parcel Number is illegible or possibly ambiguous, the documents will be returned to secure a legible, unambiguous county parcel number.

SUBMITTERS MUST CHECK WITH THE BOARD OF ASSESSMENT PRIOR TO SUMISSION THAT THE Parcel # IS CORRECT. IF A VALID Parcel # HAS BEEN ASSIGNED TO A PARCEL, WE WILL NOT ACCEPT “PART OF” THE PARENT PARCEL. Board of Assessment can be reached at 215-348-6219.