

DOCUMENT STANDARDS

TO: DOCUMENT SUBMITTERS
FROM: ANDREA F SUTER, NORTHAMPTON COUNTY RECORDER OF DEEDS
DATE: November 10, 2005 (REVISED SEPTEMBER 20, 2012)
RE: DOCUMENT STANDARDS

Beginning January 2, 2006, the Northampton County Recorder of Deeds Office will adopt new document standards. The following standards are required on **ALL** documents submitted for recording:

ALL submissions should be on 8½" x 11" white paper. Double sided printing is allowed as long as the type does not bleed through to the other page.

BOTTOM MARGIN, FIRST PAGE one and one half inch (1½")

ALL OTHER MARGINS, FIRST PAGE one inch (1")

ALL OTHER MARGINS, SUBSEQUENT PAGES one inch (1")

Please see sample pages below.

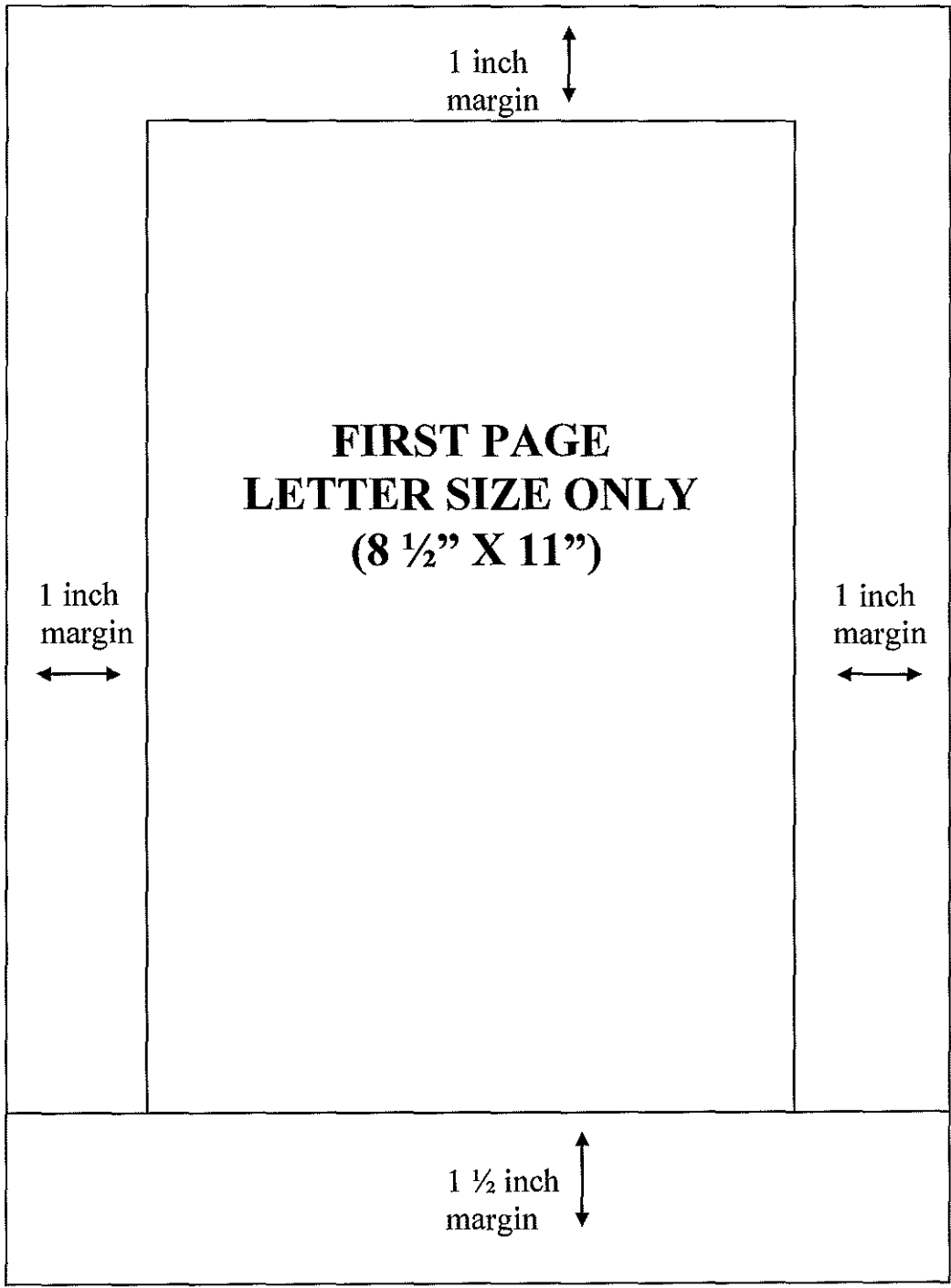
GRANTEE'S ADDRESS must be legible, scannable and unambiguous. Typewritten is preferred. A signature is needed below the grantee's address for verification.

BLUE INK is recommended, but not required. Signatures or other handwriting which is too light may not be visible on the scanned image, and if judged to be too light will then subject the document to be returned.

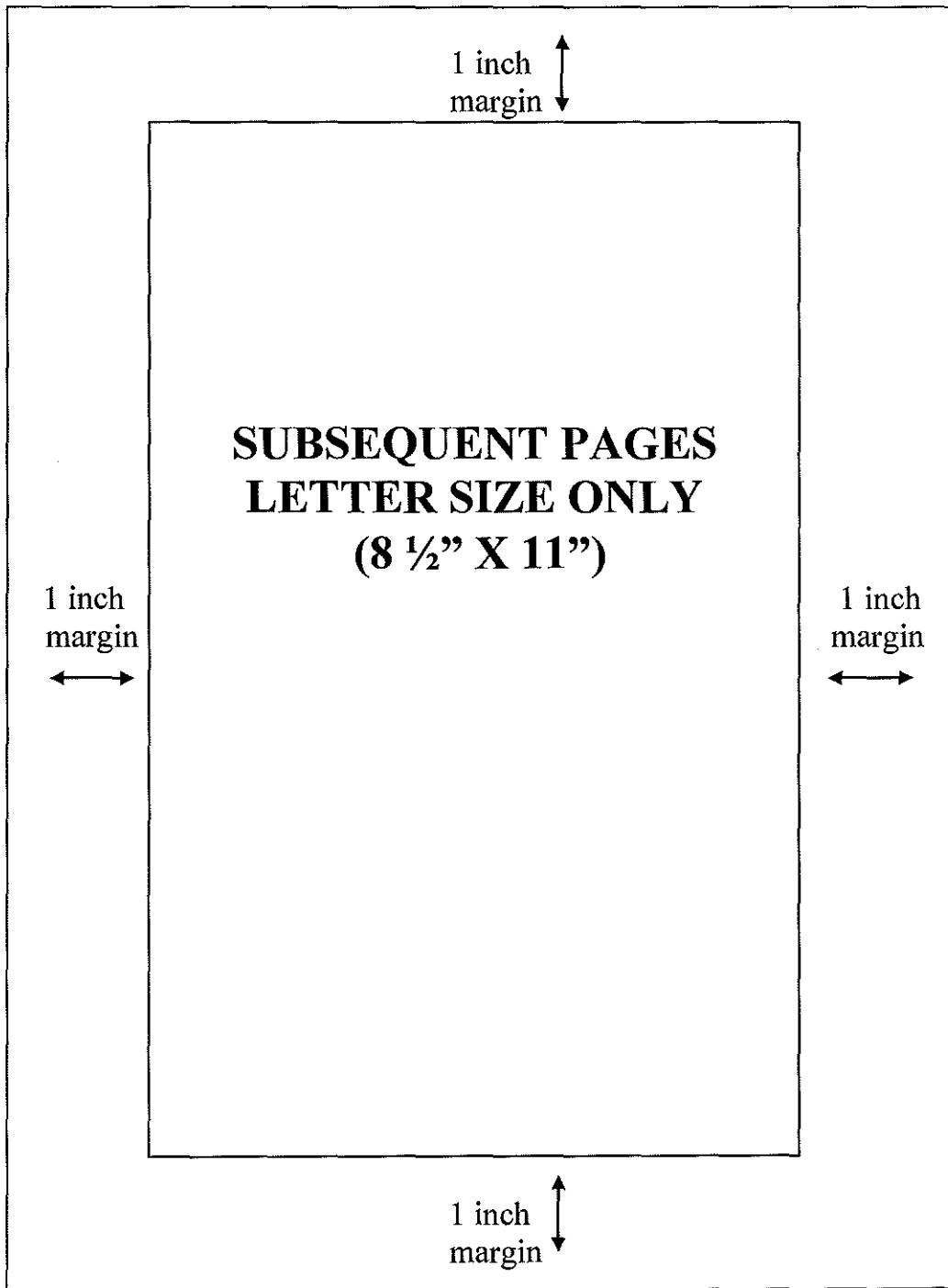
PARCEL IDENTIFIER NUMBERS are required. For correct parcel identifier numbers go to www.ncpub.org. Incorrect parcel identifier numbers will subject the document to be returned.

AN ADDITIONAL \$10 FEE will be charged for each non-compliant document.

Please refer questions to asuter@northamptoncounty.org or 610-829-6211.



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