

Clinton County

UPI Requirement Highlights

Rules & Regulations

For the Assessment Office to process any property transfers in the allotted amount of time, (two working days) *Section 4(b)* pursuant to the Clinton County *UPI Ordinance #4 of 2004* the following requirements shall be met.

***Deeds Must Be Pre-Approved Prior To Being Submitted To The Recorders Office.**

(PLEASE HAVE THE ASSIGNED UPI DOCUMENT WITH THE DEED)

At the time the document is presented for recording.

1. Follow the requirements as set fourth in the *Uniform Parcel Identifier Ordinance #4 of 2004*.
2. Straight transfers of parcels shall have, but not limited to the following:
 - a. The text of the deed shall be the same in describing the parcel being transferred and have reference to the previous deed by recorded book & page numbers, also any excepting & reserving out of said Parcel:
 - b. The text of the deed should also include a description of any buildings included in the transfer;
 - c. The text of the deed shall make reference to the existing Parcel Number for the property.
 - d. The text of the deed shall include the name and mailing address' of the Grantee and the 911 (physical or situs) address of the property;
 - e. The deed shall be accompanied with a document that discloses the name, contact phone number and or address of the individual or firm that prepared the deed.
 - f. Every deed shall have an indentation of 1½" (margin) at the metes & bounds description, where the UPI stamp (s) will be placed.
 - g. The Municipality of the tax parcel's should be listed.
2. Splits & Subdivisions of parcels shall include in addition to the above-mentioned items required by a Straight transfer the following, but not limited to:
 - a. When submitting a property deed for a UPI assignment as per *Section 4(b), (c), (d) & (e)*, that is a split off from the original parent parcel, or a sub-division of an existing parcel, that deed shall be accompanied with a certified survey drawing with legible metes and bounds describing the new parcel as described in the submittal deed.

Questions regarding the establishment of the rules, regulations and implementation of the ordinance in accordance with *Section 4(d)* should be directed to the Clinton County Assessment Office by phone or electronic means.

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