

**Recorder of Deeds
County of Bucks
DOCUMENT STANDARDS**

Beginning July 2005, this office adopted the PRIA Document Standards . The following standards are requested on all documents submitted for recording.

TOP FIRST PAGE: THREE (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 of the Recorder.

Parcel numbers are to be typed on first page of document directly below the "Prepared By" and "Return To" party.

All other margins on first page: One (1) inch

ALL FOLLOWING PAGES: Margins are One (1) inch

All submissions should be on 8 1/2" X 11" white 20 lb. paper with a font no smaller than 10 pt.

Double sided printing is allowed as long as the type does not BLEED THROUGH to the other pages.

Grantee's address SHOULD BE TYPED.

BLACK INK IS PREFERRED. BLUE & 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 ASSESSMENTS PRIOR TO SUBMISSION THAT THE Parcel Number IS CORRECT. IF A VALID PARCEL NUMBER HAS BEEN ASSIGNED TO A PARCEL WE WILL NOT ACCEPT "PART OF" THE PARENT PARCEL. Board of Assessments can be reached at 215-348-6219.
