

April 15, 2010

Dear Document Submitters,

On January 1<sup>st</sup>, 2010, Lebanon County began a process of requiring a Universal Parcel Identification (UPI) number on all documents being recorded that pertain to real estate. Today, 3 months along in our process of UPI Verification, we have paused to take a look at which aspects of our UPI Verification process have been successful, and which aspects to focus our attention to in the coming months. We have been successful in creating a reasonably simple and streamlined process of UPI Verification for our customers, and with our new system of requiring UPI Numbers on all documents, performing a search on a property should become a more streamlined process as well.

Aside from creating a system by which all documents pertaining to a particular piece of real estate can be searched, we are striving to ensure the factual accuracy of documents being recorded with the UPI Numbering system. At some point in the past 3 months, some of you may have received a notice of document rejection from the Permanent Depository, due to a conflict between the information listed on the document and existing county records. Though these documents do require revisions in order to be accepted, in the long run, the UPI Verification process will save both time and money by eliminating the need to file documents correcting errors on previously recorded documents.

With this in mind, we are instituting a series of measures to further verify information on all documents containing a UPI Number. We will begin verifying the additional information on May 1<sup>st</sup>, 2010. A complete list of the items being verified can be found on the attached document. We will not be requiring any information that would not usually be found on the documents, so there should be no additional cost incurred when recording documents. With these new measures, we are striving for 100% factual accuracy in the documents being recorded, which will assist not only searchers, but the staffs of the Assessment Office, Recorder of Deeds, and Treasurer's Office, and property owners throughout Lebanon County.

We thank you for your patience as all of us are growing accustomed to the new UPI Verification system, and look forward to working with each of you in the future.

Sincerely,

Daniel L. Seaman

Chief County Assessor

Head of Lebanon County Assessment Office, Permanent Depository