

INSTRUCTIONS FOR COMPLETING THE RECORDING INFORMATION SUMMARY

This summary must be completed, signed and submitted for the recording of documents affecting real estate. It must be legible and completed using 10-point black ink type. Hand written forms will not be accepted. **DO NOT** fill out this summary for the recording of Uniform Commercial Code (UCC) forms.

- 1) **RETURN DOCUMENT TO:** Please fill this section out completely for the purpose of document return.
- 2) **Type of Document:** Mark an “X” in the box provided to indicate the type of document being recorded. If the type of document is not listed, choose *Other* and specify the type of document being recorded.
- 3) **Date of document:** Enter the date of the document using two digits for both the month and the day and four digits for the year (MM/DD/YYYY); e.g., 09/01/1999.
- 4) **Grantor/Mortgagor/Assignor/Lessor/Other:** Enter the name(s) of the Grantor, Mortgagor, Assignor, Lessor, or Other, with only one name on each line in the following order: Last Name, First Name, Middle Initial (Do not use comma to separate parts of name). If *Other* was designated as the document type (#2), insert the name of the party whose property interest is affected by the document. (For example, for a Declaration of Condominium, insert the declarant’s name.)
- 5) **Additional names:** If more than two **OR** names, mark an “X” in the box provided and enter the additional **OR** names on the continuation page in the corresponding continuation section (#4).
- 6) **Grantee/Mortgagee/Assignee/Lessee/Other:** Enter the name(s) of the Grantee, Mortgagee, Assignee, Lessee, or Other, with only one name on each line in the following order: Last Name, First Name, Middle Initial (Do not use comma to separate parts of name). If *Other* was designated as the document type (#2), insert the name of the party whose property interest is affected by the document. (For example, for a Declaration of Condominium, insert the name of the condominium.)
- 7) **Additional names:** If more than two **EE** names, mark an “X” in the box provided and enter the additional **EE** names on the continuation page in the corresponding continuation section (#6).

Note: For **OR** and **EE** names, the following applies: For deeds, the seller is the **OR** and the buyer is the **EE**. For Mortgages, the property owner is the **OR** and the lender is the **EE**. For Satisfaction of Mortgage, the lender is the **OR** and the borrower is the **EE**. For Assignments, the old lender is the **OR** and the new lender is the **EE**. For Releases, the lender is the **OR** and the borrower is the **EE**.

- 8) **Property Address:** Enter the property address of the real estate described in the document being recorded. You may enter the Board of Revision of Taxes (BRT) Account Number and the Parcel Identification Number (PIN) if known (**this information is optional**). The PIN consists of the Map Sheet and Lot Number; e.g., 153N08-1784 (the *N* corresponds to the direction, such as North of Market Street).
- 9) **Additional Addresses:** If there is more than one property address, mark an “X” in the box provided. Enter the additional addresses, along with the BRT Account Number and Parcel Identification Number, on the continuation page in the corresponding continuation section (#8).
- 10) **Grantee’s Mailing Address (Deed Only):** For **DEEDS ONLY**, enter the mailing address of the Grantee, if the Grantee resides at a different address than the property address listed in Section #8.
- 11) **Recording Information to be Referenced:** Complete this section if the document to be recorded is a release, satisfaction, assignment, or modification of mortgage. Please complete all three sections: **Original Mortgagee**, **Recording Date of the Original Mortgage** and **Recorder’s Index Information on Original Mortgage**:

Original Mortgagee: Enter the name of the original mortgagee in the following order: Last Name, First Name, Middle Initial (Do not use comma to separate parts of name).

Recording Date of the Original Mortgage: Enter the recording date of the original mortgage using two digits for both the month and day and four digits for the year (MM/DD/YYYY); e.g., 09/01/1999.

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Recorder's Index Information on Original Mortgage: Enter the Recorder of Deeds' (aka Records Commissioner) Initials and the Book and Page number or Document Identification number for the Original Mortgage being released, satisfied, assigned, or modified. (For example, for documents recorded prior to December 6, 1999, use the commissioner's initial, book and page as follows: JTD07140239. For documents recorded after December 6, 1999, use the document identifier, DOC ID, an eight-digit number as follows: 12345678.)

- 12) **Additional References:** If there is more than one reference, mark an "X" in the box provided. Enter the additional references on the continuation page in the corresponding section (#11).
- 13) **If applicable, please check:** Complete this section if the information is known in order to facilitate the recording of the document. Mark an "X" in the appropriate box to designate whether the document represents a Consolidation or a Subdivision.
- 14) **Signature Information:** Enter the name of either the first **OR** (Grantor, Mortgagor, Assignor, Lessor or Other) -or- the first **EE** (Grantee, Mortgagee, Assignee, Lessee, or Other); Enter their telephone number including area code, and have that person sign on the designated line.
- 15) **Page 1 of:** Fill in the total number of pages to be recorded for this document. Number of pages includes at least one page for the RIS form plus the number of pages of the document being recorded. If you include continuation pages for the RIS, they must also be included in number of pages.
- 16) The **Continuation Page** of the summary is to be used only to enter additional information, and you may use as many pages as necessary.

YOU CAN DOWNLOAD THE RECORDING INFORMATION SUMMARY FROM THE DEPARTMENT OF RECORDS WEBSITE AT WWW.PHILA.GOV (CLICK SITEMAP, THEN CLICK ON RECORDS). IF YOU HAVE ANY QUESTIONS REGARDING THIS FORM, CALL RECORDS DOCUMENT-RECORDING CUSTOMER SERVICE AT (215) 686-2260.

City of Philadelphia Department of Records

RECORDING INFORMATION SUMMARY (RIS)

The information provided by you will be relied upon by the Department of Records for examination and indexing purposes. If there is any conflict between the RIS and the attached document, the information on the RIS shall prevail for examination and indexing purposes.

1) RETURN DOCUMENT TO:

Name: _____
 Address: _____

 Telephone: _____

2) Type of Document:

- | | | |
|---|---|---|
| <input type="checkbox"/> Deed | <input type="checkbox"/> Mortgage | <input type="checkbox"/> Lease/Memorandum of Lease |
| <input type="checkbox"/> Sheriff's Deed | <input type="checkbox"/> Release of Mortgage | <input type="checkbox"/> Assignment of Lease & Rent |
| <input type="checkbox"/> Deed of Condemnation | <input type="checkbox"/> Assignment of Mortgage | <input type="checkbox"/> Easement |
| <input type="checkbox"/> Other Deed | <input type="checkbox"/> Satisfaction of Mortgage | <input type="checkbox"/> Other _____ |
- (specify)

3) Date of Document: _____ / _____ / _____
 month day year

4) Grantor/Mortgagor/Assignor/Lessor/ a) _____
 Other: _____
 (Last Name First Name Middle Initial) b) _____

5) Additional names on Continuation Page of RIS

6) Grantee/Mortgagee/Assignee/Lessee/ a) _____
 Other: _____
 (Last Name First Name Middle Initial) b) _____

7) Additional names on Continuation Page of RIS

8) Property Address:

a) House No. & Street Name: _____
 Condo Name(if applicable): _____ Unit # _____ Philadelphia, PA Zip Code: _____ -
 BRT Account # (optional): _____ Parcel Identification Number (PIN) (optional): _____

9) Additional addresses on Continuation Page of RIS

10) Grantee's Mailing Address (Deed Only):

(If Grantee is at a different address than the Property Address listed in Section 8, complete this section.)

a) Grantee or Designee Name: _____
 House No. & Street Name: _____
 City: _____ State: _____ Zip Code: _____ -

11) Recording Information to be Referenced. Mortgage to be released/satisfied/assigned/modified:

a) Name of Original Mortgagee: _____	Recorder's Index Information of Original Mortgage:
Recording Date of Original Mortgage: _____ / _____ / _____	Initials, Book and Page or Doc. ID#
month day Year	

12) Additional references on Continuation Page of RIS

13) If applicable, please check: Consolidation Subdivision

14) Signature Information

for Records Department use only

- a) 'OR -or- 'EE Name _____
- b) 'OR -or- 'EE Telephone Number _____
- c) 'OR -or- 'EE Signature _____

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City of Philadelphia Department of Records

RECORDING INFORMATION SUMMARY (RIS)

Type of Document from Section 2 :

Copy Name from Section 4a:

Copy Name from Section 6a:

4) Grantor/Mortgagor/Assignor/Lessor/ Other: (c) _____

Cont'd (d) _____

(Last Name First Name Middle Initial) (e) _____

(f) _____

6) Grantee/Mortgagee/Assignee/Lessee/ Other: (c) _____

Cont'd (d) _____

(Last Name First Name Middle Initial) (e) _____

(f) _____

8) Property Address:

a) House No. & Street Name: _____

Condo Name(if applicable): _____ Unit # _____ Philadelphia, PA Zip Code: _____ -

BRT Account # (optional): _____ Parcel Identification Number (PIN) (optional): _____

b) House No. & Street Name: _____

Condo Name(if applicable): _____ Unit # _____ Philadelphia, PA Zip Code: _____ -

BRT Account # (optional): _____ Parcel Identification Number (PIN) (optional): _____

c) House No. & Street Name: _____

Condo Name(if applicable): _____ Unit # _____ Philadelphia, PA Zip Code: _____ -

BRT Account # (optional): _____ Parcel Identification Number (PIN) (optional): _____

11) Recording Information to be Referenced. Mortgage to be released/satisfied/assigned/modified:

b) Name of Original Mortgagee: _____

Recorder's Index Information of Original Mortgage:

Recording Date of Original Mortgage: _____ / _____ / _____
month day year

Initials, Book and Page or Doc. ID#

c) Name of Original Mortgagee: _____

Recorder's Index Information of Original Mortgage:

Recording Date of Original Mortgage: _____ / _____ / _____
month day year

Initials, Book and Page or Doc. ID#

d) Name of Original Mortgagee: _____

Recorder's Index Information of Original Mortgage:

Recording Date of Original Mortgage: _____ / _____ / _____
month day year

Initials, Book and Page or Doc. ID#

15) Page _____ of _____

for Records Department use only