

MEMORANDUM

On November 20, 2025, the Mercer County Board of Commissioners approved and passed Ordinance No. 2026 -001, known as the Uniform Parcel Identifier Ordinance (UPI), which will take effect on January 5, 2026.

All documents listed below will be subject to this ordinance.

- (1) All Deeds, Quitclaim Deeds Declaration of Taking by Condemnation, Sale Contract or Agreement, Notice of Taking by Adverse Possession
- (2) Right-of-Way, Easement, Ground Lease, Oil and Gas Lease, Solar Lease, Lease Occupancy Agreement, Assignment of Leases and Rents, Highway Occupancy Permits, Memorandum of Lease or other Agreement
- (3) Mortgage, Assignment of Mortgage, Extension Postponement or Subordination of Mortgage, Release or Satisfaction of Mortgage, Power of Attorney to Satisfy Mortgage
- (4) Decree Awarding Real Estate, Decree of Distribution, Award in Condemnation, Bankruptcy Notice or Order, or other Order of Court affecting real estate
- (5) Power of Attorney to sell specific real estate, Financing Statement, Clean and Green Application, Amendment or Termination thereof, Declaration of Condominium
- (6) Any and all other documents relating to and affecting title to real estate not listed in Numbers 1-5 above.

The Uniform Parcel Identifier Number (UPI) will be the Mercer County Tax Parcel Number already assigned to each parcel in Mercer County.

Certification of each UPI Number will be given by the Mercer County Tax Assessment Office (Assessment Office) prior to the recording of any of the above documents. None of the above listed documents will be recorded without prior approval. Any of the documents listed above that are mailed or e-recorded to the Mercer County Recorder of Deeds for recording, will be forwarded to the Mercer County Tax Assessment Office for certification prior to recording.

The UPI certification fee is \$20.00 per UPI number certification and will be a separate fee payable to "Mercer County Tax Assessment". The UPI fee will be collected by the Assessment Office at the time of document submission. There is no fee for the inclusion of the "parent parcel" number on the document. When a portion of an existing property is being conveyed, the property will require two UPI Numbers – one for the new property and one for the parent parcel.

All inquiries and submissions for approval prior to recording should be directed to the Mercer County Tax Assessment Office at upi@mercercountypa.gov.

The UPI number shall be in this format: 00 000 000 or 1 A 1. The UPI number is made up of the district-map-parcel number. As indicated, some UPI numbers have a letter, in addition to numbers. It is required that document(s) have a 2-inch top margin and that the UPI Number(s) be located at the top left-hand corner of each document as well as immediately prior to each parcel description.

The Assessment Office will verify and either accept or reject the document based on its accuracy of the UPI Number. When making this determination, the Assessment Office will compare several pieces of information found in the document to existing County records to determine the accuracy of the information attempting to be recorded. This is to ensure the accuracy of all recorded documents.

All walk-in customers for UPI Certification should bring their documents to the Assessment Office for processing. Any submissions received after 3:00 PM will be processed the next business day. Mail-in and E-file customers will be received by the Recorder of Deeds Office and processed in the order they are received. The Assessment Office will pick up mail in documents daily and return to the Recorder of Deeds within 1 business day.

The Assessment Office staff intend to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within one business day. **HOWEVER, it is anticipated that certification will normally take place immediately upon receipt of the document, depending on the number of people making a request at the same time.** The Assessment Office will accept copies of documents in advance for review; however, the UPI Certification Stamp will only be applied to the original documents.

Once the UPI numbers are assigned or verified by the Assessment Office, all documents will be submitted to the Recorder of Deeds Office for review/recording. All requirements for recording a document in the Record of Deeds Office will still apply. Any documents that do not display the UPI Certification Stamp will be denied.

VERIFICATION AND CERTIFICATION

The Assessment Office is establishing guidelines for verifying the accuracy of the documents, based on the type of document that is being recorded. The types of documents requiring UPI Certification can be broken into three main categories: documents transferring ownership of real estate and documents placing or removing a special condition on real estate, mortgages, and documents satisfying or modifying existing mortgages. Each category has its own rules for document verification, which will be fully described below.

DOCUMENTS TRANSFERRING OWNERSHIP OF REAL ESTATE AND DOCUMENTS PLACING OR REMOVING A SPECIAL CONDITION.

These documents transfer property, though they may also involve the leasing of real estate or the agreement of the sale of real estate. Examples of these documents include, but are not limited to, Deeds, Agreements of Sale, Land Contracts, Leases, Declaration of Taking, Easements, Right of Ways, Memorandums, etc. The Assessment Office will make the final determination as to the category of the document being recorded upon submission of the document.

To determine the accuracy of the document, the following pieces of information from the document will be verified against existing County records:

- The property's UPI Number
- Name(s) of the Grantor(s)
- Situs Address (if available) of the property being conveyed (situs address is the "911 address")
- Municipality of the property being conveyed
- "Being Clause" listing the Deed Book and Page or Instrument Number of the Deed where the Grantor(s) obtained the property
- The Lot Number (if available)
- A mete and bounds description and acreage is required if the conveyance proposes a change of size or description of real estate
- The description and acreage must match prior deed for transactions that do not propose a change of size or description of real estate.
- A Certificate of Residence as to where the tax billing statements are to be sent.

If all the above pieces of information are found to be accurate, the Assessment Office will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to disagree with the County records, the document will be rejected and returned to the submitter along with a Rejection Notice.

MORTGAGES

Any mortgage that is submitted for recording in the Recorder of Deeds Office must have the following information contained within the document for verification by the Assessment Office:

- The mortgaged property's UPI Number
- Name(s) of the Mortgagor(s)
- Situs Address ("911 Address") of the property being mortgaged
- Municipality where the mortgaged property is located
- Deed Book and Page of the deed where the mortgagor(s) obtained the property

For mortgages, a complete mete and bounds description is not necessary, since it should be the same premises as described on the referenced deed for the mortgaged parcel.

If all the above pieces of information are found to be accurate, the Assessment Office will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to disagree with the County records, the document will be rejected and returned to the submitter along with a Rejection Notice.

DOCUMENTS SATISFYING OR MODIFYING EXISTING MORTGAGES

Documents that satisfy or modify an existing mortgage, such as Mortgage Satisfaction Pieces, Releases of Mortgage, Assignments of Mortgage, etc. must contain the following information:

- The mortgaged property's UPI Number
- Name(s) of the Mortgagor(s) and Mortgagee(s)
- Situs Address (911 Address) of the mortgaged property
- Municipality of the mortgaged property
- Mortgage Book and Page or Instrument Number of the original Mortgage

For these documents, a legal description of the mortgaged premise and the terms of the original mortgage are not necessary, because they have already been described and recorded by the Mercer County Recorder of Deeds.

If all the above pieces of information are found to be accurate, the Assessment Office will certify the document and return it to the submitter. Should any of the above pieces of information be missing or found to disagree with the County records, the document will be rejected and returned to the submitter along with a Rejection Notice.

ADDITIONAL NOTES

- If there is more than one UPI Number for the property, the necessary information for all properties must be provided on the document. All UPI Numbers should be listed once in the upper left-hand corner of the document and again immediately prior to each legal description.
- All documents that transfer a portion of an existing property will require two UPI Numbers: one for the new property and one for the parent property. No charges will be assessed for the parent parcel UPI Number.
- A document may be submitted for review in advance of UPI Certification to expedite the certification process.