

## **General Questions**

### **1. What is a UPI number?**

*"UPI" stands for Uniform Parcel Identifier. A UPI number is a series of numbers (and sometimes letters) that identifies each separate tract, lot, or parcel of real estate in Cumberland County. The UPI number will allow people to identify a particular piece of real estate by number, instead of having to describe it by a long legal description. People will also be able to look up ownership, liens (such as mortgages), easements (such as utility rights-of-way), and other matters effecting real estate, by entering a UPI number, instead of the current method of having to search by each owner of the real estate.*

*Each parcel of real estate in Cumberland County already is given a number. That is its tax assessment parcel number, sometimes referred to as a tax map number. The UPI number for each parcel of real estate will be the same as its current tax assessment parcel number.*

### **2. What does a UPI number look like?**

*Most UPI numbers are in this format:       00-00-0000-000*

*or*

*00-00-0000-000X*

*As indicated, some UPI numbers have a letter at the end, in addition to numbers. There can also be additional numbers or letters in special circumstances, up to a total of 26 characters.*

*For example, some properties, such as condominium units, have an additional reference at the end and may look like this: 00-00-0000-000-U0000000. In that instance the "U" stands for the assessment office's unit number. The assessment office's unit number is often the same as the unit number maintained by the condominium association, but is not necessarily the same. Usually the unit number is less than seven digits long, but it can be up to seven digits long.*

### **3. Who assigns UPI numbers?**

*The UPI staff, in the Tax Mapping section of the Cumberland County Assessment Office, assigns new UPI numbers, and certifies existing UPI numbers on documents to be recorded. In the UPI Ordinance, the Tax Mapping section of the Cumberland County Assessment Office is sometimes referred to as the "permanent depository" as that is the name given by the State Statute for the office that keeps the maps.*

### **4. Why must I have my UPI number certified?**

*A UPI number needs to be certified in order to ensure that the number on the deed or other instrument matches with the County's records for the parcel of real estate involved, the listed owners of that real estate, etc. Since people will be able*

*to search real estate records by UPI number, the County needs to ensure that the number is correct before the instrument is recorded.*

**5. Where do I get a UPI number certified?**

*The UPI Staff is located in Room 110 of the Old Cumberland County Courthouse.*

**6. How quickly will UPI certifications be made?**

*The UPI staff intends to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within one day. However, it is anticipated that certification will normally take place immediately upon receipt of a document, depending upon the number of people making a request at the same time.*

**7. Can the UPI certification process be set up in the Recorder of Deeds office?**

*The Tax Mapping Office is in the Old Cumberland County Courthouse, across the street from the Recorder of Deeds Office. The resources to certify the UPI number are in the Tax Mapping Office. Moving the entire Tax Mapping Office is not practical as there is insufficient space to do so, and as the Tax Mapping Office needs to be physically close to the Assessment Office. It is impractical to have a single Tax Mapping employee in the Recorder of Deeds Office to respond to easy UPI certifications (and then send the questionable cases to the Tax Mapping Office). When no instruments would be in need of certification, that employee would not have the resources close at hand to do other work. It is noted that in some counties the geographic separation is far greater than it will be in Cumberland County.*

**8. How will Mailed Instruments be handled?**

*The Recorder's Office will deliver mailed instruments to the UPI Staff multiple times during the day, depending upon volume. The UPI Staff intends to respond within one day. If a telephone number is provided, and a minor problem is identified, a telephone call will be made. In other instances, the instrument will be mailed back with an explanation form. For example, if the instrument provides a UPI number ending "38," and the correct UPI number is "83," then a telephone call may be made to obtain authorization to alter the instrument. Both the UPI Staff, and the Recorder of Deeds Office, will review documents before returning them by mail, so as to minimize the occurrence of a document being rejected by one office, corrected, and then being rejected by the other office.*

**9. Does the bar code included in the certification sticker set forth the UPI number?**

*No. The bar code will provide a separate identification number for each instrument. When the Recorder's Office scans that bar code, it will cause the Recorder's computer system to fill in the UPI number(s), and other information. The separate identification number set forth in the bar code is not the same number as the instrument number to be assigned by the Recorder of Deeds Office.*

**10. What do I do if multiple UPI numbers apply to my document?**

*While Ordinance Section 8 requires that the UPI numbers be placed at the top of the first page of the instrument, if the instrument relates to more than a few UPI numbers a table may be added to the instrument and a reference made at the top of the first page to the location of the table, such as: "See Table of UPI Numbers on page \_\_\_\_."*

**11. Space for UPI Certifications.**

*The Ordinance requires that each instrument have at least two inches (2") of space at the top for the UPI certification sticker. You do not need to leave space for a sticker for each UPI number. One bar code sticker will relate to multiple UPI numbers.*

**12. Is there a cap on fees when a document relates to multiple UPI numbers?**

*No, there is no cap on fees. A separate \$15.00 UPI fee must be paid for each number referenced by the instrument.*

**Effective June 1, 2013 by Resolution 2013-11 passed April 15, 2013 by the Cumberland County Commissioners. The Uniform Parcel Identifier fee has been increased to \$15.00 per parcel**

**13. Can I still do a perimeter deed for a subdivided area?**

*An owner may convey multiple lots, carrying separate UPI numbers, by means of a single perimeter description, without amalgamating the lots into a single tract with a single UPI number. However, the owner should clearly state that the deed is intended to convey the separate lots, and that they are to remain as separate lots, subject to the previously recorded subdivision plan. (Or that they remain separate lots as existed prior to the implementation of the UPI system, if the deed is for lots or parcels for which there is no subdivision plan on record.) Conversely, if the deed is to effect an amalgamation of the lots into a single parcel, the deed should also so state. In either instance, all the applicable UPI numbers must be listed, and a fee paid for each.*

**14. Can I still do a perimeter deed for a subdivided area, with excepted lots?**

*Yes, with all of the UPI numbers set forth, and with the direction as to whether or not the conveyance is intended to cause an amalgamation of the lots. For example, an owner may convey a development to a successor developer by means of a perimeter description for the entire original tract, "Less However" the lots already conveyed out of the development, so long as all of the UPI numbers are set forth and the deed clearly states whether or not it is intended to cause an amalgamation of the lots.*

**15. What UPI number is to be placed on a document when a lot owner grants a utility easement over or under a portion of Owner's lot?**

*The UPI number for the lot.*

**16. What UPI numbers are to be placed on a document when a lot owner grants an easement for a right-of-way to a neighbor?**

*The UPI number for the Owner's lot, and for the abutting property.*

**17. Who is responsible if the UPI number is incorrect?**

*While the certification process is designed to minimize the possibility of errors in UPI numbers, the person recording the instrument is responsible for ensuring that the correct UPI number is set forth on the instrument, and certified by the UPI staff. See sub-section "B" of Section 8 of the Ordinance.*

**18. Single check – can the fee for the UPI number be included in the check to the Recorder of Deeds?**

*Yes. Ordinance Section 9 provides that the fee shall be paid to the Recorder of Deeds. The Recorder will accept a single check for its fees, plus the UPI fee.*

**19. What is the effective date of the UPI Ordinance.**

*October 1, 2008.*