

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. **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.
2. **Date of attached 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.
3. **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. Additional names (more than two) should be entered on the continuation page in the corresponding continuation section (#3). If *Other* was designated as the document type (#1), 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.)
4. **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. Additional names (more than two) should be entered on the continuation page in the corresponding continuation section (#4). (For example, for a Declaration of Condominium, insert the name of the condominium association.)
5. **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). If there is more than one property address, the additional addresses, along with the BRT Account Number and Parcel Identification Number, should be entered on the continuation page in the corresponding continuation section (#5).
6. **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 5.
7. **Recording Information to be Referenced:** Complete this section if the document to be recorded is a release, satisfaction, assignment, or modification of mortgage. If there is more than one reference, the additional references should be entered on the continuation page in the corresponding section (#7).
 - (a.) **Original Mortgagee:** Enter the name of the original mortgagee in the following order: Last Name, First Name, Middle Initial.
 - (b.) **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.
 - (c.) **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.
8. **Optional Information:** 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.
9. In the bottom left-hand corner of the summary, enter the name of the first Grantor, Mortgagor, Assignor, Lessor, or Other, enter the telephone number including area code, and have that person sign on the designated line.
10. 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.

RETURN DOCUMENT TO:

Name: _____
Address: _____
Telephone: _____

1. Type of Document:

- Deed, Sheriff's Deed, Deed of Condemnation, Other Deed, Mortgage, Release of Mortgage, Assignment of Mortgage, Satisfaction of Mortgage, Lease/Memorandum of Lease, Assignment of Lease & Rent, Easement, Other (specify)

2. Date of Document: ___/___/___
month day year

3. Grantor/Mortgagor/Assignor/Lessor/ (a.) _____
Other: (Last Name, First Name, Middle Initial) (b.) _____
Additional names on Continuation Page of RIS

4. Grantee/Mortgagee/Assignee/Lessee/ (a.) _____
Other: (Last Name, First Name, Middle Initial) (b.) _____
Additional names on Continuation Page of RIS

5. Property Address:
(a.) House No. & Street Name: _____
Condo Name(if applicable): _____ Unit # _____ Philadelphia, PA Zip Code: _____
BRT Account # (optional): _____ Parcel Identification Number (PIN) (optional): _____
Additional addresses on Continuation Page of RIS

6. Grantee's Mailing Address (Deed Only):
(If Grantee is at a different address than the Property Address listed in Section 5, complete this section.)
Grantee or Designee Name: _____
House No. & Street Name: _____
City: _____ State: _____ Zip Code: _____

7. 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: ___/___/___ month day year Initials, Book and Page or Doc. ID#
Additional references on Continuation Page of RIS

8. Optional Information
Consolidation Subdivision

'OR Name (BARCODE LABEL)
'OR Telephone Number (FEE LABEL)
'OR Signature

City of Philadelphia Department of Records

RECORDING INFORMATION SUMMARY (RIS) - Continuation

Type of Document from Section 1 :

Copy Name from Section 3a:

Copy Name from Section 4a:

3. Grantor/Mortgagor/Assignor/Lessor/ Other: (c.) _____

Cont'd (d.) _____

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

(f.) _____

4. Grantee/Mortgagee/Assignee/Lessee/ Other: (c.) _____

Cont'd (d.) _____

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

(f.) _____

5. Property Address:

(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): _____

(d.) House No. & Street Name: _____

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

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

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

(b.) Name of Original Mortgagee: _____

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

Recorder's Index Information
of Original Mortgage:

Initials, Book and Page or Doc. ID#

(c.) Name of Original Mortgagee: _____

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

Recorder's Index Information
of Original Mortgage:

Initials, Book and Page or Doc. ID#

(d.) Name of Original Mortgagee: _____

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

Recorder's Index Information
of Original Mortgage:

Initials, Book and Page or Doc. ID#

(BARCODE LABEL)