

# IMPORTANT NOTICE

Dear New Castle County, Delaware  
Recording Agents,

On January 2, 2001, the New Castle County Recorder of Deeds office introduced a new index and imaging computer system. This system will offer several new features to the users of this office including faster retrieval of recorded documents and 24-hour internet access to the Recorder of Deeds indices and images. I believe that when this system is integrated with the County's tax parcel information, we will have one of the most comprehensive land records systems in the country.

To that end, I feel it is important to bring your attention to some of the minor changes to our procedures and recording information as a result of the new computer system. I have attached to this notice a fact sheet detailing the new recording features and methods that you will need to recognize. Let me point out that these changes will not require the users and recording agents of this office to purchase any additional equipment or materials.

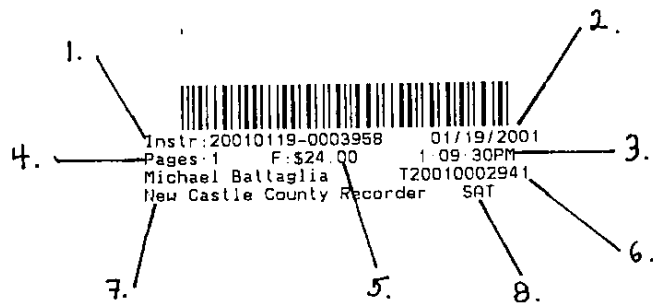
In conclusion, I hope that you will come to appreciate our efforts to modernize the Recorder of Deeds office. We expect to offer internet access services in the very near future and you may monitor our progress on the County website at [www.co.new-castle.de.us](http://www.co.new-castle.de.us). As you become accustomed to the new system, please contact me or my Chief Deputy, Renee T. Forcina, at (302)571-7780, should you have any questions and/or comments.

Sincerely,  
Michael B. Battaglia  
Recorder

## ■ RECORDING INFORMATION CHANGES

All documents recorded by the Recorder of Deeds office after January 2, 2001 will have bar code labels placed at the top of the first page of each document containing the pertinent recording information. **Upon return of the documents, please do not attempt to remove these labels.** The bar code labels are now the official recording information that will need to forever remain on the documents. This new method replaces the age-old process of stamping.

Below you will find a sample bar code label and brief description of each element thereon:



1. Instrument Number – The instrument number is the document's identification number and thus the most important element on the label. *The instrument number replaces the book and page number on all documents since we are no longer printing books.* As you look at the instrument number the first eight numbers are simply the date of recording – 20010119. The final seven numbers are that document's sequence of recordation in that given year – 0003958.
2. Date
3. Time of recording
4. Pages – This is the number of pages for the specified document.
5. Fee - This symbol represents the recording fee for the document and will be followed by the actual fee, which in this case was \$24.00.
6. Transaction Number – The transaction number is considered your receipt number for that recording transaction.
7. The Recorder's name and the corresponding County.
8. The Document type – In this case, the document is a satisfaction (SAT).

## ■ SATISFACTION OF MORTGAGE CHANGES

All mortgages recorded after January 2, 2001 will need to be satisfied with a satisfaction document referencing the original mortgage's instrument number instead of the book and page. For example, should you want to satisfy a mortgage recorded on January 3, 2001, with instrument number 20010103-0000336, your satisfaction piece should look as follows:

*Notice* (continued on page 20)

[SAMPLE ONLY]  
MORTGAGE  
SATISFACTION PIECE

Parcel Number (if available):  
Mortgagor(s): John and Mary Doe  
Mortgagee(s): Bank of Money  
Date: January 3, 2001  
Amount: \$\$\$\$  
Address of Property (if available): New Castle County  
Mortgage Record: 20010103-0000336 [ Instrument number of original mortgage]  
Assignee (if available):  
Assignment Record (if available):

IN WITNESS WHEREOF the said Mortgagee(s) has executed this Mortgage Satisfaction Piece this \_\_\_ day of \_\_\_\_\_.

Witnessed in the  
Presence of \_\_\_\_\_ By: \_\_\_\_\_  
Mortgagee(s)

State of \_\_\_\_\_  
County of \_\_\_\_\_


This instrument was acknowledged before me on this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by [name(s) of person(s)].

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

■ ASSIGNMENTS, RELEASES, MORTGAGE MODIFICATIONS, etc.

All documents requiring a reference to an original recording (i.e. book and page numbers) will now use the 15-digit instrument number. For example, an assignment referencing a mortgage recorded after January 2, 2001 will require the instrument number to be placed in the area on the assignment that currently calls for the book and page reference. As stated previously, we are no longer creating books therefore the instrument number replaces the book and page. Please see sample assignment below:

WHEN RECORDED MAIL TO:  
WILMINGTON MORTGAGE SERVICES, INC.  
2126 W. NEWPORT PIKE  
WILMINGTON, DELAWARE 19804  
  
ATTN: QUALITY CONTROL  
  
Loan Number: 612807593  
Servicing Number:

  
Instr: 200101020000206 01/02/2001  
Pages: 1 F: \$15.00 3:20:46PM  
Michael Battaglia T20010000207  
New Castle County Recorder R60

[Space Above This Line For Recording Data]

Assignment of Mortgage

FOR VALUE RECEIVED, the undersigned hereby grants, assigns and transfers to ABN AMRO MORTGAGE GROUP, INC., 2600 WEST BIG BEAVER ROAD, TROY, MICHIGAN 48084

all beneficial interest under that certain Mortgage dated DECEMBER 29, 2000 executed by  
Tenants in Entirety

and recorded as Instrument No. 200101020000205 concurrently herewith on \_\_\_\_\_, Mortgagee  
page \_\_\_\_\_ of Official Records in the County Recorder's office of New Castle \_\_\_\_\_ in book \_\_\_\_\_  
DELAWARE \_\_\_\_\_, describing land therein as \_\_\_\_\_ County,