

TO: Attorneys
Title Searchers
Settlement Coordinators
Lending Institutions

FROM: Richard H. Bell, II
Recorder Of Deeds

DATE: January 23, 2001

SUBJECT: Revised Formatting Requirements

Last September we announced new document requirements designed to streamline the processing of your important work. These requirements are in conformity with what other states have already imposed and are necessary for our new scanning procedures. During September, November and December we inserted these requirements in every returned document, so that out-of-state lenders and attorneys could have ample time to make formatting changes in their computers. During this time we waived the non-conforming fee.

Beginning in the New Year, we began to impose the non-conforming fee of \$30.00 per document. Our studies show that in the first two weeks of January, 85% of all documents were received in compliance with the new regulations. We are grateful to those of you who have made the necessary changes in order to help us process your documents more efficiently.

Still, the receipt of 15% non-complying documents has been a major inconvenience to many law firms submitting documents. In order to help alleviate this inconvenience, we have made a study of the reasons for non-compliance and have made three major revisions in our requirements:

1. We will not charge a non-compliance fee for documents sized up to 8 1/2 X 14.
2. We will not charge a non-compliance fee for surveys filed with deeds.
3. We are not charging a non-compliance fee for Satisfaction pieces based on our template.

Your cooperation in this matter is greatly appreciated and we hope the above changes will help to eliminate unnecessary expense to you and your clients.