

# CRAWFORD COUNTY ASSESSMENT OFFICE



## UNIFORM PARCEL IDENTIFIER CHECK LIST

Individuals intending to file a deed, mortgage or other instrument covered by the UPI ordinance will make available to the Assessment office **a completed check list** for a UPI no later than 3:30 PM Monday through Friday. Petitioners must complete all applicable sections. If the deed conveys only a portion of the currently assessed land total of the parcel, the current ordinance calls for a survey to accompany the submission. Failure to meet any of the aforementioned criteria will result in a denial of the UPI. No additional fees will be charged but the **UPI will not be awarded until all of the required information is provided as requested**

DATE: \_\_\_\_\_

PHONE: (Day/Office) \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

CRAWFORD COUNTY TAX PARCEL ID #(S) \_\_\_\_\_

CITY/BORO/TOWNSHIP \_\_\_\_\_

MOST RECENT DEED REFERENCE \_\_\_\_\_

CURRENT OWNER \_\_\_\_\_

DOES THE INSTRUMENT CONVEY THE ENTIRE PARCEL REFERENCED IN THE DEED IDENTIFIED ABOVE? YES NO

*(If **NO**, a current survey or recorded subdivision plan reference must be provided that describes, by metes and bounds, the parcel(s) being conveyed.*

*Furthermore, qualified staff will then need additional time review this data to process the application)*

### OFFICE USE ONLY

Pursuant to the information provided by the applicant, I the undersigned clerk/evaluator provide the following Uniform Parcel Identifier(s)

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*The applicant is responsible for the provision of accurate information to ensure proper assignment of the UPI.*

CLERK/EVALUATOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_