

INTEROFFICE INDEXING HELPS

ADDED 3/7/87 THRU 3/28/89

AMENDED 11/12/97

AMENDED 1/1/98

AMENDED 7/21/03 (AmCad)

AMENDED 10/1/05 (plus new documents as they are recorded)

LAST UPDATE 11/17/11

1. Township & Town:

Township Abbreviations are in drop down box-**do not** type in the word TP:

- 1) Little River LR TP
- 2) Cedar Grove CG TP
- 3) Cheeks CKS TP
- 4) Hillsborough HB TP
- 5) Eno ENO TP
- 6) Bingham BING TP
- 7) Chapel Hill CH TP

If Township is not stated but town or city is - key this in 'OTHER' field.

Town Abbreviations applicable in Orange County are:

- Hillsborough HB
- Carrboro CB
- Chapel Hill CH
- Mebane ME

2. Description information to key in OTHER field:

Any required information without its own private field i.e. TR, PARCEL, BL, SUBPH, M, SH, CITY OR TOWN, P

- 3. As description for documents with multiple subdivisions (more than 2), Name Changes, Resolutions, type in the OTHER field: MULTIPLE PARCELS-SEE DOCUMENT. We have to keep descriptions as short as possible.
- 4. For documents that do not have a PIN make reference in the OTHER field - NPI
- 5. Do not use any punctuation in descriptions. (exception: lots in Countryside)
- 6. Do not spell out any words listed in Appendix E no matter where they fall in the description.
- 7. For consecutive lot numbers use dash.

8. Do not use brief description shown at the top of a document.
9. Do not use information on a legal description between the words BEGINNING.
10. Plats: Same as always except forget roads.
11. Grantor signatures:
 Index everybody that signs document. (Exception – copy signatures *originals will have a special stamp on them.)
12. Reverse Parties
 Always index the first name listed on front of document as the FIRST party. Also on modifying documents list executors first.
13. For these documents use Book/Page REFERENCE. If no book/page listed, use property description.
 - Administrative Notice
 - Amendment
 - Assignment of Deed of Trust
 - Assumption Agreement
 - Declaration Concerning Restrictive Covenants
 - Deeds of Subordination
 - Foreclosure
 - Maintenance
 - Modification Agreement
 - Not Cancelled (cancellation/satisfaction that gets recorded but not acceptable)
 - Notification Request
 - Reinstatement
 - Release Deed
 - Release of Resolution
 - Release of Special Assessment
 - Renewal of Restrictive Covenants
 - Retention Agreement
 - Revocation of Power of Attorney
 - Resignation
 - Retention Agreement
 - Rider to Deed of Trust

Satisfaction
 Subordination Agreement
 Substitution of Trustee
 Supplemental Deed of Trust
 Trustees Deed
 Waiver of Option to Purchase
 Waiver of Priority of Mortgage

14. Multiple Pin Sheets

Data Entry Person – in other field enter NPI – SEE 0000/000 OR type pins & copy to document
 Verifier - in other field enter NPI – SEE 0000/000

15. Administrative Notice & Land Records Pin Maintenance

Data Entry Person – reference book and page-do not highlight
 Verifier – key in everything plus add extra line of description with * to force it to go to resolution.
 Resolver – delete reference and re-enter Adm/N with highlight-do not copy indexing

16. Plats

Data Entry Person – key everything
 Verifier – key in everything plus add extra line of description with * to force it to go to resolution.
 Resolver – check index sheet against original plat and make corrections

“KEEP ALL EXPLANATIONS SHORT”

NOTICE: Standard means signers as grantors and grantee listed on front as grantee.

<u>17. DOCUMENT</u>	<u>INST. TYPE</u>	<u>LEGAL FIELD OR REFERENCE (BK/PG)</u>	<u>LINE ENTRIES</u>
Tax Abstract	ABST	Property (use Tp from map reference)	Standard
Acceptance of Substitution Trustee	ACCEPT	D/T if before Book 212 & Ref	Standard-include original executors
Acknowledgment	ACK	Explanation & property if shown	Standard

Addendum to Separation Agreement	SEP/A	Addendum & property	Cross index
Administrative Notice	ADM/N	Bk/pg & Ref	Everyone as Grantors
Affidavit	AFDVT	Explanation & property if shown	Grantors only (signers & everybody in body)
Affidavit of Correction	AFDVT	correction bk/pg & ref (if no bk/pg use SEE DOCUMENT)	Treat as modifying document (list wrong way & correct way)
Affidavit of Lost Assignment	AFDVT	Lost Asgm bk/pg	Grantors only
Affidavit of Removal of Manufactured Home from Vehicle Registration	AFDVT	Removal mfg home from vehicle registration & property	Grantors: owner/signer Grantee: lien holder if stated
Affixation Affidavit Regarding Manufactured Home	AFDVT	Affixation Regarding Mfg Home & property	Grantors: owner/signer Grantee: lien holder if stated
Agreement & Release of Rights in Property	AGMT	Rel of rights in prop & property	Cross index
Agreement of Trust	AGMT	Trust (see 1290/432)	Grantors: signers Grantees: everybody in body
Agreement with Prior Lienholder	AGMT	Prior Lienholder bk/pg & Ref	Grantors: signers & original executors Grantees: new lender
Agreement and Deed of Trust (ADDED 4/21/10)	D/T	Property FOR EXAMPLE SEE 4931/231	Grantors: Signers Grantee: Beneficiary & Trustee (use NOT STATED if no trustee is shown)
Amended & Restated Assignment	ASGM	Amended & Restated bk/pg & ref	Same as Asgm
Amended & Restated Deed of Easement	EASE	Amended & Restated bk/pg & ref	Cross index
Amended & Restated Declaration of Easements	DECL	Amended & Restated Ease bk/pg & ref For example see (4898/266)	Grantors only
Amended & Restated Deed of Trust	D/T	Amended & Restated bk/pg & Ref	Same as D/T-include original executors

Amended & Restated Memo of Lease	MEMO	Amended & Restated Lease & property	Cross index
Amended & Restated Restrictive Covenants	R/C	Amended & Restated R/C bk/pg & Ref	Grantors: signers & subdivision Grantee: subdivision
Amendment to Assumed Name	A/N	Amd Name bk/pg & Ref	Grantors only
Amendment to Conditional Use Permit	PRMIT	Amd conditional use bk/pg & Ref	Cross index
Amendment to Corporate Charter	C/C	Amd bk/pg & Ref	Grantors only
Amendment to Corporate Charter changing name (as of 1/30/2008)	C/C	Amd Name	Cross index both names
Amendment to Covenants	AMD	Cov bk/pg & Ref	Grantors: signers & subdivision Grantee: subdivision only
Amendment to Creation of Planned Community	AMD	Decl to creation of planned community bk/pg & Ref	Grantors only-include subdivision
Amendment to Declaration of Condominium	AMD	Decl of Condo bk/pg & Ref	Grantors: signers & subdivision Grantee: subdivision only
Amendment to Declaration of Covenants Restrictions Easements Charges & liens (ADDED 3/18/10) CORRECTED DOCUMENT TYPE 5/24/10	AMD	1st aka 2nd to R/C & Ref FOR EXAMPLE SEE 4915/421	Grantors: signers & subdivision (no human name) Grantees: subdivision only
Amendment to Declaration of Development Restriction & Requirements	AMD	Decl of Res bk/pg & Ref	Grantors: signers & subdivision (no human name) Grantee: subdivision
Amendment to Deed Covenant	AMD	Cov bk/pg & Ref	Grantors only
Amendment to Deed of Trust	AMD	D/T bk/pg & Ref	Standard-include original executors
Amendment to Lease	AMD	Lease & property	Cross index

Amendment to Memorandum of Lease	AMD	Memo of Lease bk/pg & Ref	Cross index
Amendment to Modification Agreement	AMD	M/A bk/pg & Ref	Cross index
Amendment to Partnership	PTNS	Amd bk/pg & Ref	Grantors only
Amendment to Power of Attorney	P/A	Amd bk/pg & Ref	Standard
Amendment to Restrictions	AMD	Res bk/pg & Ref	Grantors: signers & subdivision Grantee: subdivision
Amendment to Restrictive Covenants	AMD	R/C bk/pg & Ref	Grantors: signers & subdivision Grantee: subdivision
Amendment to Road Maintenance Agmt	AMD	RM/A bk/pg & Ref	Grantors only: include road name
Amendment to Separation Agmt	SEP/A	Amd bk/pg & Ref	Cross index
Amendment to UCC	AMDUC	UCC, action bk/pg (ex: T 2000-000) & Ref (Rejected UCC) - Other field: REJECTED UCC action bk/pg but do not reference	Grantor: Debtor & Grantee: Secured party
Annexation	ANNEX	Property	Grantors only: include what is being annexed (subdivision name)
Annexation Ordinance	ANNEX	Property	Grantors only: Signer, owner if mentioned (include what is being annexed- subdivision name if shown)
Appointment	APPT	Deputy (or title)	Cross index
Appointment and Substitution of Trustee ADDED (7/19/10)	S/T	Reference original D/T (FOR EXAMPLE SEE 4955/195)	Grantors: original executors & signers Grantees: original & new trustee plus trustee & beneficiary from original D/T if stated (also index party of first part & second part if stated)
Appointment of Trustee	APPT	Trustee & property	Standard

Articles of Organization	LLC	No description needed	Grantor only
Assessment	ASMT	Explanation & property	Standard
Assignment & Assumption Agreement	AGMT	Asgm & Assumption bk/pg & Ref	Cross index
Assignment & Assumption of Ground Lease	ASGM	Assumption of Ground Lease Bk/pg & Ref	Cross index
Assignment of Deed of Trust	ASGM	Bk/pg (D/T if before Book 212) & Ref	Grantors: standard-include original executors if stated Grantees: standard-include trustee & beneficiary if document states they were parties to the original D/T
Assignment of Leases Rents & Profits	ASGM	Leases Rents & Profits bk/pg if available	Standard (with parties to original if bk/pg is used)
Assignment of UCC	AMDUC	UCC ASGM bk/pg & Ref	Grantor: Debtor & Secured Party Grantee: Assignee
Assumed Name	A/N	None unless Withdrawal, etc.	Grantors only
Assumption Agreement	AGMT	Assumption bk/pg & Ref	Cross index
Authorization	AUTH	Explanation & property	Standard
Bankruptcy	BKTCY	No description needed	Grantors only
Beneficiary's Affidavit Designating Mortgage Identification Number	AFDVT	Beneficiary Designating Mtge Identification # Bk/Pg & Ref	Grantors only
Best Management Practices Maintenance Schedule	AGMT	Best Management Practices Maint Schedule & property	Grantors only
Bill of Sale	B/S	Explanation & property	Standard
Bioretention Maintenance Schedule and Agreement	AGMT	Bioretention Maint Schedule & property	Grantor only

BMP Operations & Maintenance Plan Easement & Covenant Agreement	COV	BMP Operations Maint Plan Ease & property	Grantor only
Bond	BOND	Explanation (Bail) & property	Grantor: signer & Grantee: US Government
By-Laws	BYLAW	Property	Grantors only
Cancellation of D/T - REMOVED	C	Bk/pg & Ref	Standard D/T
Cancellation of Assignment	NOTCE	Asgm bk/pg & Ref	Standard-include original executors
Cancellation of Hazardous Substances Certificate & Indemnity	C	Hazardous Substances Cert & Indemnity bk/pg	Cross index
Cemetery Deed	CEM/D	Property	Standard
Certificate/Certification	CERT	Probably no description	Grantors only most of the time
Certificate of Merger	MERG	Probably no description	Standard
Certificate of Partial Satisfaction	CERT	Partial Satis bk/pg & Ref	Grantors: Executors plus signers Grantees: Trustee
Certificate/Notice of Satisfaction	SATIS	Bk/pg & Ref	Grantors: Executors & signers Grantees: Original trustee & beneficiary
Child Guardian Consent Form (ADDED 8/16/10)	CONST	NPI – Child Guardian Consent Form FOR EXAMPLE SEE 4992/264	Grantors only: Everyone that signs and listed in the document
Claim of Lien	NOTCE	Claim of Lien & property if listed	Grantors only: Claimant & record owner (X-9-A)
Commissioners Deed	CM/D	Property	Grantors: signers & names vs. names Grantees: receiver of property
Conditional Sales Contract	CONT	Conditional Sales & property	Cross index

Conditional Use Permit	PRMIT	Type & property	Cross index between signers
Confirmation of Abandonment of Ease	CONF	Abandonment of ease & property	Grantors only
Consent of Access	CONST	Access to ____, Township & Plat	Standard
Consent & Deed of Release	R/D	Book/page	Same as Release Deed
Consent Judgment	JGMT	Consent & property	Cross index from first page (vs)
Consent to Dissolution (ADDED 3/18/2010)	CONST	Disl FOR EXAMPLE SEE 4913/159	Grantors only
Conservation Easement	EASE	Conservation Township & Plat	Standard
Conservation Easement Option Agreement	AGMT	Conservation Ease Opt & property	Standard
Contract Governing Property Transactions	CONT	Governing Property Transactions & property	Cross index
Contract of Lease & Option to Purchase	CONT	Lease & Opt to Purchase & property	Cross-index
Corporate Charter	C/C	Property if listed	Grantors only
Correction Affidavit	AFDVT	correction bk/pg & ref (use bk/pg of document being corrected - if no bk/pg use SEE DOCUMENT)	Treat as modifying document (list wrong way & correct way)
Corrective Affidavit	AFDVT	Corrective bk/pg & ref (use bk/pg of document being corrected -	Treat as modifying document (list wrong way & correct way)

		if no bk/pg use SEE DOCUMENT)	
Correction Deed	C/D	Property & Ref	Standard
Covenants	COV	Property	Grantors – signers & subdivision Grantees – subdivision only
Cross Easements for Joint Driveway Easements	EASE	Cross for Joint Driveway	Grantors only
Declaration of Authorship of a Scientific Hypothesis	DECL	Authorship of a Scientific Hypothesis	Grantor only
Declaration Concerning R/C	DECL	Concerning R/C bk/pg & Ref	Grantors – signers & subdivision Grantees – subdivision only
Declaration of Condominium	DECL	Condo & property	Grantors – signers & subdivision Grantees – subdivision only
Declaration of Covenants Conditions & Restrictions	R/C	Property	Grantors – signers & subdivision Grantees – subdivision only
Declaration of Covenants Restrictions & Easements	R/C	Property & Eases	Grantors – signers & subdivision Grantees – subdivision only
Declaration of Covenants & Restrictions Regarding Septic system	R/C	Regarding Septic System & subject property	Grantor only
Declaration of Creation of Planned Community	DECL	Creation of Planned Community & Property	Grantors only-include subdivision
Declaration of Dedication	DED	Ded & property or road (whichever is being dedicated)	Grantors only
Declaration of Desire for a Natural Death	DECL	Desire for a Natural Death	Grantor only
Declaration of Development Restrictions	DECL	Res & property	Grantors - include subdivision unless it is a

& Requirements			human or corporate name Grantee: subdivision
Declaration of Encroachment Easement (ADDED 3/31/2010)	DECL	Encroachment Ease township or town & plat FOR EXAMPLE SEE 4542/579	Grantors only
Declaration of Extension of Architectural Approval	EXT	Decl of Architectural approval bk/pg & Ref	Grantors only – include subdivision unless it is a human or corporate name
Declaration of Intent to Affix Manufactured Home	DECL	Intent to Affix Mfg Home & property	Grantor: signers Grantee: mortgage holder if stated
Declaration of Joint Driveway Easement	EASE	Joint Driveway township & plat	Grantors only
Declaration of Restrictions & Provisions For Private Road Maintenance	RM/A	Township or town & plat	Grantors only – include road name (road to be maintained)
Declaration of Restrictive Covenants	R/C	Property	Grantors: include subdivision Grantee: subdivision
Declaration of Withdrawal as Declarant	DECL	Withdrawal as Declarant	Grantors only
Declaration of Withdrawal of Dedication	DECL	Withdrawal of Ded & property/road (whichever is being withdrawn)	Grantors only
Declaration of Unit Ownership	DECL	Unit Ownership & property	Grantors - include subdivision unless it is a human or corporate name Grantee: subdivision
Dedication	DED	Explanation & property	Grantors only
Deed	DEED	Property	Standard
Deed into Land Trust	DEED	Land Trust & property	Grantors: signers

			Grantees: everyone else in body
Deed of Easement	EASE	Type of ease, township or town & plat (If first paragraph reads THIS FEE SIMPLE DEED document is DEED)	Standard
Deed of Easement for Shared Driveway	EASE	Shared Driveway & properties	Standard
Deed of Security	DEED	Security Deed & property	Standard
Deed of Separation	D/SEP	Property or Road & Town	Cross index
Deed of Subordination	D/SUB	Bk/pg (D/T if before 212) & Ref	Grantors: signers & executors Grantees: parties benefiting plus trustee & beneficiary from original D/T if stated
Deed of Trust	D/T	Property	Grantors: Signers Grantee: Beneficiary & Trustee (use NOT STATED if no trustee is shown)
Deed of Trust Master Form	D/T	Master Form & property	Grantors: Signers Grantee: Beneficiary & Trustee (use NOT STATED if no trustee is shown)
Deed of Trust (Master not shown at top but embedded in the body)	D/T	Check within body. Example: NPI - Master Construction Loan	Grantors: Signers Grantees: Beneficiary & Trustee (use NOT STATED if no trustee is shown)
Deed of Trust (Incorporating by Reference A Master Form Deed of Trust)	D/T	Property & Reference Master Form D/T	Grantors: Signers Grantee: Beneficiary & Trustee (use NOT STATED if no trustee is shown)
Deed of Trust with Assignment	D/T/ASGM	Property	Grantors: Signers Grantees: Beneficiary, Trustee & Assignee
Development Plan	PLAN	Dev bk/pg & Ref	Cross index

Discharge of Mortgage	DISC SATIS	(If language reads “convey or conveying” it must be treated as a Release) (If language reads “discharge or satisfaction” it must be treated as a Satisfaction)	
Dissolution	DISL	Leave Blank or Ref	Grantors only
Document of Rescission Reinstating D/T	R/I	Rescission of Satis bk/pg & Reinstatement of D/T bk/pg & Ref	Grantors: Signers & original executors Grantees: Beneficiary & trustee from original D/T if stated
Easement	EASE	Type of ease, township or town & plat	Varies
Easement (utility companies)	EASE	Property	Standard
Easement Agreement	AGMT	Ease township or town & plat	Cross index
Easement and Memorandum of Agreement	EASE	Grant of System & Memo of Agmt Township & Plats	Standard most of the time
Easement and Road Maintenance Agreement	AGMT	Ease & Rd Maint Township & Plats	Cross Index most of the time
Easement for Ground Absorption Sewage Disposal System	EASE	Ground Absorption Sewage Disposal System Township & Plats	Standard most of the time
Encroachment Agreement	AGMT	Encroachment & property (being encroached upon)	Cross index (most of the time)
Easement Agreement and Declaration Of Restrictive Covenants	DECL	Ease Agmt & R/C & property	Grantors: All signers & subdivision Grantees: subdivision & the association
Explanation Statement to Correct Error (if made separate document)	STMT	Explanation for re-recording <u>inst type</u> bk/pg & Ref	Parties from statement
Extension of Deed of Trust	EXT	D/T bk/pg & Ref	Cross index-include original executors

Extension of Option of Purchase	EXT	Opt to purchase bk/pg	Cross index
Extension of Restrictive Covenants	EXT	Explanation & property	Grantors only
Extension of Timber Deed	TM/D	Ext bk/pg & Ref	Standard
Foreclosure	F	Bk/pg & Ref	Grantors: Executors (+ any differences from original D/T) & signers Grantees: Original trustee & beneficiary if stated
Foreclosure Notices	NOTCE	Foreclosure Notices bk/pg & Ref	Grantors: Executors & signers Grantees: Original trustee & beneficiary if stated
Grant of Easement & Declaration of Covenants Conditions & Restrictions Regarding Septic System	DECL	Ease & R/C Regarding Septic System & property	Varies
Hazardous Substances Certificate & Indemnity Agreement	AGMT	Hazardous Substances Cert & Indemnity & property	Cross index
Indenture	IND	Property	Standard
Infiltration Trench Operation & Maintenance Plan	PLAN	Infiltration Trench Operation & Maint & property	Grantor only
Infiltration Trench Maintenance Schedule	AGMT	Infiltration Trench Maint Schedule & property	Grantor only
Installment Sales Contract	CONT	Installment Sales & property	Cross index
Intercreditor Agreement	AGMT	Intercreditor & property	Cross index
Joint Driveway Agreement	AGMT	Joint Driveway & properties	Cross index most of the time
Joint Driveway Easement & Maintenance Agreement	AGMT	Joint Driveway Ease & Maint & properties	Cross index most of the time

Judgment	JGMT	Type of judgment & property	Cross index from first page (vs)
Land Installment Contract	CONT	Land Installment & property	Cross index
Land Records Maintenance	MAINT	Bk/pg & Ref	Everyone as Grantors
Land Records Merge	MERGE	Property	Everyone as Grantors
Land Records Split	SPLIT	Property	Everyone as Grantors
Landlords Consent	CONST	Landlords & property	Cross index
Landlords consent to encumber Estoppel certificate & nondisturbance agreement (ADDED 3/18/10)	CONST	Landlords & property FOR EXAMPLE SEE 4972/369	Cross index everyone
Lease	LEASE	Property	Cross index
Lease Agreement	AGMT	Lease & property	Cross index
Letter	LTR	Explanation & property	Standard
License & Memorandum of Agreement	MEMO	License & agmt & property	Standard
Lis Pendens	LIS/P	Property	Cross index
Maintenance Easement Agreement & Covenants	COV	Maint Ease Agmt & property	Varies
Manufactured Home Affidavit of Affixation	AFDVT	Mfg Home Affixation & property	Grantor: owner/signer Grantee: lien holder if stated
Master Deed of Trust	D/T	NPI – Master (See 3830/29)	Standard
Master Form Deed of Trust	D/T	NPI – Master Form (See 4529/253)	Standard

Master Land Use Plan	PLAN	Master Land Use & property	Cross index
Master Land Use Plan Modification	PLAN	Master Land Use Modification & property	Cross index
Memorandum and Affidavit of Agreement Concerning Real Estate	AFDVT	Memo of Agmt concerning real est & property	Grantors only
Memorandum of Action	MEMO	Action & property	Cross index most of the time
Memorandum of Agreement	MEMO	Agmt & property	Cross index most of the time
Memorandum of Contract for Purchase & Sale	MEMO	Cont & property	Cross index most of the time
Memorandum of Ground Lease	MEMO	Ground Lease & property	Cross index most of the time
Memorandum of Ground Lease & Notice to Lenders	MEMO	Lease & Notice & property	Cross index most of the time
Memorandum of Lease	MEMO	Lease & property	Cross index most of the time
Memorandum of Separation	M/S	Property or road & town	Cross index
Memorandum of Tenants in common Ownership Agmt	MEMO	Tenants in common & property	Cross index most of the time
Memorandum of Trust	MEMO	Trust	Grantor: standard & Grantee: everyone in body
Merger (C/C)	MERG	Leave blank	Grantor: old/ Grantee: new
Modification of Ease (ADDED 11/17/11)	M/A	Ease & Bk/Pg if no Bk/Pg Township of town & Plat FOR EXAMPLE SEE 4946/421	Cross index if both parties sign
Modification & Extension Agreement	M/A	Bk/pg & Ref	Cross index

Modification & Reaffirmation of Deed of Trust & Subordination Agreement	AGMT	Modification Reaffirmation of D/T & Sub/A & bk/pg	Cross index
Modification Agreement	M/A	Bk/pg & Ref	Cross index if everyone signs
Modification to Separation Agmt	SEP/A	Modification & property	Cross index
Modification of Special Use Permit	PRMIT	Modification Special Use or Special Use Modification & bk/pg	Cross index if everyone signs
Modification of Deed of Trust	M/A	Bk/pg & Ref	Cross index
Modification of Deed of Trust and Substitution of Collateral	M/A	New property & S/C bk/pg & Ref	Cross index
Mortgage	MTGE	Property	Grantors: signers & Grantees: Bank
Mortgage Deed	MTG/D	Property	Standard
Mortgagees Affidavit Designating Mortgage Identification Number	AFDVT	Mortgagee Designating Mtge Identification Number bk/pg & Ref	Grantors only-signers & everyone listed in document
Multiple Pin Assignment	PINS	See Bk/Pg & Ref	Grantor always Multiple Pin Assignment
Name Change	N/C	Property	Standard
Not Cancelled (DO NOT USE AS OF 10/1/05)	NOT/C	Bk/pg & Ref (Cancellation not cancelled)	Standard for D/T
Note	NOTCE	Note – property	Standard
Notice of Animal Protection	NOTCE	Impounded Stray _____	Cross index
Notice of Bankruptcy	BKTCY	No description needed except NPI	Grantors only – person under
Notice of Cancellation of Lis Pendens	NOTCE	C of Lis/P Bk/Pg & Ref	Cross index

			Cross index if both parties sign plus original parties
Notice of Extension to Deed of Trust (ADDED 6/23/11)	NOTCE	Ext to D/T Bk/Pg & Ref FOR EXAMPLE SEE 5176/120	
Notice of Residual Petroleum	NOTCE	Residual Petroleum & property	Grantors only
Notice of Road Name Change	NOTCE	Rd Name Change & Plat	Grantors only – road names
Notice of Termination of Bankruptcy	T	Bkcty	Grantors only – person under
Notice of Underground Utilities	NOTCE	NPI	Grantors: Underground Utilities Grantees: The association
Notice Parcel Creation	NOTCE	Parcel Creation & property	Grantors only
Notification Request	N/R	Bk/pg & Ref	Grantors: signers & executors Grantees: original trustee & beneficiary if stated
Oath	OATH	Explanation	Cross index
Offer	OFFER	Explanation & property	Standard
Operation Plan	PLAN	Type of Plan & property	Grantors only
Operations & Maintenance Manual	NOTCE	Operations & Maint Manual & property	Grantors only
Option	OPT	Explanation & property	Standard
Order	ORDER	Explanation & property	Cross index from vs
Order Establishing Facts of Birth (ADDED 7-29-10)	ORDER	NPI - Establishing Facts of Birth FOR EXAMPLE SEE 4982/404	Grantors only: Current and original name of Petitioner & Parents of Petitioner
Ordinance	ORD	Explanation & property	Cross index
Ordinance Annexing Certain Contiguous Property	ANNEX	Property	Grantors only: Signer, owner if mentioned (include what is being annexed- subdivision name if shown)

Partial Release	P/R	Bk/pg (as of 4/1/06) & Ref (include M/A, ASGM, AMD to D/T)	Grantors: standard plus original executors if stated Grantees: standard plus original trustee & beneficiary from D/T if stated
Partnership	PTNS	Leave Blank unless Amd	Grantors only
Permit	PRMIT	Type & property	Cross index most of the time
Petition	PETN	Explanation	Standard
Plan of Conversion	PLAN	Conversion	Cross index
Plat	PLAT	Property, Township & date of plat	Grantors only
Power of Attorney (if durable & health care-put in desc.)	P/A	Property or Road & Town	Standard (include AIF if they sign but do not use their status)
Power of Attorney (original appointee is appointing another)	P/A	Substitution bk/pg & Ref	Grantor: signer & original grantor Grantee: new appointee
Preservation of Deed of Trust by Notice	NOTCE	Preservation of D/T & property	Grantors: executors & signers Grantees: standard plus original trustee & beneficiary from D/T if stated
Private Road Maintenance disclosure Statement	STMT	Road Maintenance Disclosure & property	Grantors only
Quitclaim Deed	QCD	Property	Standard
Rescission of Satisfaction	R/I	Rescission of Satis bk/pg & Reinstatement of D/T bk/pg	Same as Satisfaction
Reformation/Amendment of Security Instrument	AMD	Reformation bk/pg & Ref	Cross index

Regulatory Agreement	AGMT	Regulatory & property	Cross index
Reinstatement of Corporate Charter	R/I	C/C Bk/pg & Ref	Grantor
Reinstatement of Loan	R/I	Reinstatement of Loan Bk/pg & Ref	Standard
Release	REL	Bk/pg (as of 4/1/06) & Ref	Grantors: standard plus original executors if stated Grantees: standard plus original trustee & beneficiary from D/T if stated
Release Deed	R/D	Bk/pg (as of 4/1/06) & Ref (include M/A, ASGM, AMD to D/T)	Grantors: standard plus original executors if stated Grantees: standard plus original trustee & beneficiary from D/T if stated
Release Deed and Subordination Agreement	AGMT	Rel (prop being released) & Subordination bk/pg	Cross index
Release & Discharge of Mortgage Lien	REL SATIS	(If language reads “convey or conveying” it must be treated as a Release) (If language reads “discharge or satisfaction” it must be treated as a Satisfaction)	
Release & Substitution of Collateral	REL	S/C bk/pg & Ref	Cross index
Release of Easement	REL	Ease Bk/pg	Standard
Release of Mortgage	REL SATIS	(If language reads “convey or conveying” it must be treated as a Release) (If language reads “discharge or satisfaction” it must be treated as a Satisfaction)	
Release of Restrictions	REL/R	Property being released	Grantors only including subdivision
Release of Rights in Property	REL	Rights in prop & property	Cross index
Release of Special Assessment	REL	Special assessment bk/pg & Ref (& .1’s)	Standard
Relinquishment of Ease Agreement	RELQ	Ease & property	Cross index

Renewal of Restrictive Covenants	R/C	Renewal bk/pg & reference	Grantors: signers & subdivision Grantees: subdivision
Renunciation	RENCT	Qualified Disclaimer & property	Grantors: signer & estate Grantees: only if designated to receive prop
Report	REPT	Type & property	Varies
Report of Commissioners	R/CM	Property or use statement	Standard
Reserved Stormwater Drainageway Easement Maintenance Agreement And Covenant	COV	Stormwater Ease Maint Agmt & property	Grantors only
Resignation of Attorney in Fact/Agent (UPDATED 5/20/2010)	RESIG	P/A bk/pg & Ref FOR EXAMPLE SEE 4946/316	Grantors: Signers Grantees: Original person executing P/A Any successor agent or attorney-in-fact
Resignation of Substitution Trustee	RESIG	S/T Bk/pg (bk/pg is original D/T-not S/T) & Ref. Original D/T	Grantors: signers & executors Grantees: original trustee & if stated, original beneficiary
Resolution	RESOL	Purpose & property	Grantors only most of the time
Restrictions	RES	Property	Grantors only
Restrictive Covenants	R/C	Property	Grantors: include subdivision Grantee: subdivision
Retention Agreement	AGMT	Retention Bk/pg & Ref	Standard
Revocation	REV	Purpose	Cross index
Revocation of Appointment of Deputy Register of Deeds	REV	Appt Deputy R of D bk/pg	Standard

Revocation of Power of Attorney	R/P/A	Bk/pg if given or leave Blank & Ref	Standard
Revocation of Power of Attorney & Appointment of New Attorneys-in-Fact (ADDED 3/18/10)	R/P/A	& Appointment of new aif Bk/pg if given or leave Blank & Ref FOR EXAMPLE SEE 4913/155	Grantor: executors and signers Grantee: old and new aif
Revocation of Easement & Release From Declaration or Provisions For Private Road Maintenance	REV	Ease & Rel from RM/A & Ref	Grantors only-include road
Rider to Deed of Trust	AGMT	Rider to D/T Bk/pg & Ref	Cross index
Right of First Refusal	AGMT	Right of 1st refusal & property	Cross index
Right of Way	R/W	Property or book & page	Standard
Right of Way Easement	EASE	Property or book & page	Standard
Road Maintenance Agreement	RM/A	Township or town & plat (if name not listed, use private rd, etc.)	Grantors only – include road name (road to be maintained)
Satisfaction of Assignment	SATIS	Asgm Bk/pg & Ref	Same as Certificate of Satisfaction
Satisfaction of Assignment of Leases, Rents & Profits	SATIS	Asgm of leases rents & profits Bk/pg & Ref in blue highlight	Same as Certificate of Satisfaction
Scriveners Affidavit	AFDVT	Scriveners bk/pg & ref (use bk/pg of document being corrected – if no bk/pg use SEE DOCUMENT)	Treat as modifying document (list wrong way & correct way)
Security Agreement	AGMT	Security & property	Standard (cross index if all parties sign)
Separation & Free Trader Agreement	AGMT	Separation & Free Trader & property	Cross index
Separation Agreement	SEP/A	Property or road township	Cross index
Sheriffs Deed	SHF/D	Property	Standard include original grantors

Special Use Permit	PRMIT	Special Use & property	Cross index between signers
Special Use Permit Amendment	PRMIT	Special Use Amd & property	Cross index between signers
State Highway Maps	D/PLAT	See Indexing Helps	Grantors only
Statement of Qualified Partial Disclaimer	STMT	Qualified Partial Disclaimer & property	Grantors only – signer & estate
Statement Regarding Setback Amendment	STMT	Regarding Setback Amd & property	Grantors only
Stormwater Operations & Maintenance Plan	PLAN	Stormwater Operations & Maint & property	Grantors only
Stormwater Operations & Maintenance Plan Easement & Covenant	COV	Stormwater Operations Maint Plan Ease & property	Varies
Stormwater Structural BMP Operation & Maintenance Agreement (ADDED 7-21-11)	AGMT	Stormwater Structural BMP Operation & Maint & Property FOR EXAMPLE SEE 5094/476	Cross index if both parties sign
SUBORDINATE DEED OF TRUST (ADDED 3-29-10)	D/T	Property (Index like a regular D/T) FOR EXAMPLE SEE 4920/106	Grantors: Same as D/T Grantee: Same as D/T
Subordination Agreement	SUB/A	Bk/pg & Ref	Grantors: signers & executors Grantees: executors, parties benefiting from new loan plus trustee & beneficiary from original D/T if stated
SUBORDINATION (/ or &) MODIFICATION AGREEMENT	AGMT	Subordination & Modification Bk/pg	Cross index the parties that sign plus original grantors add additional grantees to grantee side if they don't sign
Subordination Non-Disturbance & Attornment Agreement	AGMT	Subordination non disturbance & attornment Bk/pg & Ref	Cross index
Subordination Statement	STMT	Subordination Bk/pg & Ref	Standard

Substitution of Collateral	S/C	New property (or Bk/pg) & Ref	Cross index most of the time
Substitution of Collateral, Release of Collateral & Subordination of Collateral	AGMT	Substitution Rel & Subordination bk/pg & Ref	Cross index
Substitution of Trustee CORRECTION (3/18/10)	S/T	Reference original D/T (FOR EXAMPLE SEE 4909/465)	Grantors: original executors & signers Grantees: original & new trustee plus trustee & beneficiary from original D/T if stated (also index party of first part & second part if stated)
Suspension (C/C)	SUSP	C/C Bk/pg & Ref	Grantor only
Supplemental Declaration to the Declaration of Restrictive Covenants Access Easement & Road Maintenance Agreement	DECL	# Supplemental to Decl of R/C Ease & RM/A bk/pg & Ref	Grantor only
Supplement to Declaration of Covenants Conditions & Restrictions	R/C	Supplement Bk/pg & Ref	Grantors: include subdivision Grantee: subdivision
Supplemental Deed of Trust	S/D/T	Bk/pg & Ref	Same as Amendment to D/T
Supplemental Indenture	S/I	Property or #	Same as D/T but sometimes cross indexed
Termination of Bankruptcy	T	Bkcty	Grantors only
Termination Clause Balance Verification	T	Balance Verification Bk/pg & Ref	Standard
Termination of Ground Lease	T	Ground Lease & property	Cross index
Termination of Lease	T	Lease & Bk/pg & Ref	Standard
Termination of Memo of Option	T	Memo of Opt & property	Standard
Termination of Sublease Agreement	T	Sublease Agmt & property	Cross index

Timber Deed	TM/D	Property	Same as Deed
Trust Certificate	CERT	Trust & property	Grantors: signers Grantees: Everyone listed in body
Trustees Deed	TR/D	Bk/pg (as of 4/1/06)	Grantors: Signers & original executors Grantees: Grantee stated on document plus trustee & beneficiary from original D/T if stated
Trustees Deed with Assignment of Bid	TR/D	Bk/pg & Asgm of Bid	Grantors: Signers & original executors & person assigning bid Grantees: Grantee stated on document plus trustee & beneficiary from original D/T if stated
Trustee Deed of Correction/Corrective (ADDED 4/15/10)	TR/D	Index the same as Trustees Deed or Trustees Deed with Assignment of Bid and add (correction/corrective) At the end of the legal and reference book and page of document that is being corrected. (FOR EXAMPLE SEE 4930/34)	
Uniform Commercial Code	UCC	FF (sometimes RO) (Rejected UCC) - Other field: REJECTED UCC action bk/pg but do not reference) (when corrected UCC is recorded reference rejection to tie together)	Grantor: Debtor Grantee: Secured Party
UCC Correction Statement	UCC/C/ST	Correction Stmt bk/pg & ref	Grantor: Debtor Grantee: Secured Party
Variance	VAR	Property	Cross index if everyone signed
Waiver	WAIV	Explanation & property	Grantors only most of the time
Waiver of Encroachment Agreement	WAIV	Encroachment Agmt & prop being encroached upon	Cross index most of the time
Waiver of Marital Rights in Property	WAIV	Marital Rights in Prop & property	Standard
Waiver of Priority of Mortgage	WAIV	Priority of Mtge Bk/pg & Ref	Grantors: signer & executors Grantees: new lender if listed

Waiver of Restrictive Covenants	WAIV	R/C & property being waived	Standard sometime/cross indexed sometime
Waiver of Right of First Refusal	WAIV	Right of 1 st Refusal bk/pg & Ref	Standard (sometimes cross indexed)
Waiver of Setback	WAIV	Setback Violation & property	Standard but sometimes cross index
Waiver of Violation of Restrictive Covenants and Conservation Easement	WAIV	Violation of R/C & Conservation Ease & property	Grantors only
Withdrawal of Assumed Name	A/N	Withdrawal	Grantors only
Withdrawal of Dedication	DED	Withdrawal & property/road (whichever is being withdrawn)	Grantors only
Will	WILL	Property	Standard

