

## **Process for submitting Deeds for UPI pre-approval**

### **EMAIL OR FAX PROCESS FOR PRE-APPROVAL**

Send a copy of your deed by email to: [bquick@clearfieldcountypa.gov](mailto:bquick@clearfieldcountypa.gov) or by fax: (814) 765-7652 for pre-approval.

Once reviewed and confirmed the correctness of your deed (s), the UPI Coordinator will send you confirmation by email or fax telling you the UPI number (s) and the UPI fee (s) or any other errors that will need corrected.

### **HAND DELIVERY/WALK IN PROCESS FOR PRE-APPROVAL**

Bring your original deed (s) to be approved to the UPI office. Once the UPI Coordinator has reviewed your deed (s) and confirmed the correctness of your deed or finds any other errors that will need corrected, you will be notified by the UPI Coordinator if your deed has been approved or denied and what the fee will be.

Please note that at busy times or with complicated descriptions, it may be a 24-hour turn-around period and there is no guarantee that if you bring your deed in that it will be reviewed on the same day.

### **PROCESS FOR PRE-APPROVAL THROUGH SIMPLIFILE**

**ALL** deeds **MUST** first be sent by email to: [bquick@clearfieldcountypa.gov](mailto:bquick@clearfieldcountypa.gov) or by fax (814) 765-7652 for pre-approval. **NO EXCEPTIONS**. Once approved then you can file through Simplifile. As for payment or questions, please contact Heather Olson-Desmott at: (814) 765-2641 ext 2125.

### **MAILING YOUR PRE-APPROVED DEED BY U.S. MAIL, FED EX, UPS ETC.**

Print the email or fax approval and attach it to the original deed and mail it to:

Clearfield County Assessment Office  
Attn: Brenda Quick  
230 East Market Street, Ste. 117  
Clearfield, PA 16830

Once the UPI Coordinator receives your deed then it will be stamped with the UPI number.

Please note we have found it necessary to implement specific procedures for those submitting deeds via U.S. Mail, Fed Ex, UPS etc. see process for a cover letter via mail

## **PROCESS FOR A COVER LETTER VIA MAIL**

When a deed and other documents are submitted by mail the following must be included.

- 1 A cover-letter outlining ALL contents included in the mailing. Please have the contents in order as referenced in your letter.
- 2 Attach the pre-approval/confirmation you received that the deed is approved.
- 3 Please specify directions as to what is to be done with the contents of the mailing.
- 4 A self-addressed stamped envelope if you want anything returned to you. If you do not include a self-addressed stamped envelope, nothing will be returned.
- 5 Please include contact information if items referred to in the cover letter are missing from the mailing.
- 6 If you send the deed in without pre-approval, the mailing will be returned.

Unfortunately, our office has been experiencing frequent occasions that not all required documents are included in the mailing and then there is significant time spent trying to determine where the documents/checks may have been lost.

## **PAYMENT FOR THE UPI STAMP AND THE REGISTER AND RECORDING OFFICE**

**ALL** deeds that are being mailed/walk in must be presented to the UPI Office for the UPI stamp **BEFORE** recording. There is a \$10.00 fee for each parcel. We accept cash or check only. Checks need to be payable to: Clearfield County Assessment Office.

Once your deed is stamped with the UPI number and the fee is collected, your deed with any other documents will be delivered to the Register and Recording office for recording.

Please note that you will need a separate check for the Register and Recording office for their fee and you can contact Heather Olson-Desmott at: (814) 765-2641 ext 2125 for any questions.

Should you have any questions, please don't hesitate to contact Brenda Quick, UPI Coordinator at (814) 765-2641 ext 2042 or by email at [bquick@clearfieldcountypa.gov](mailto:bquick@clearfieldcountypa.gov)

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