

State of Vermont

BEST PRACTICE STANDARDS FOR INDEXING LAND RECORD INSTRUMENTS

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**A Joint Publication of the Office of the Secretary of State and the
Vermont Municipal Clerks and Treasurer's Association**

PREFACE

This document was developed by a committee convened by the Secretary of State and the Vermont Municipal Clerks and Treasurer's Association. The committee was comprised of clerks, paralegals, attorneys, title insurers, land surveyors and others who work with and use local land records. The committee's goal was to provide Vermont's Town Clerks with a set of best practice standards to facilitate consistent indexing of land records and other instruments filed for recording in their offices. With consistent indexing standards we can better serve the public who rely on the land records of our towns, and it will help Vermont towns prepare for a future where indexes, and perhaps even land records, will be available on line.

These standards articulated in this document are not binding on Vermont's clerks but represent this committee's strong recommendations. We want to thank the Virginia Department of Libraries for sharing with us their Standards for Indexing Land Records, which served as the starting point for Vermont's Best Practices proposal.

Original Document Signed

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A. RECORDING PROCEDURES

1.00 AUTHORITY TO RECORD. The Town Clerk is the authorized official to record all deeds and conveyances for the State of Vermont.

1.01 **Vermont Constitution.** Vermont Constitution. Chapter 2, Section 62 provides: “All deeds and conveyances of lands shall be recorded in the Town Clerk’s Office in their respective towns; and, for want thereof, in the County Clerk’s Office in the same county.”

1.02 **Vermont Statute.** Vermont State Statutes Title 24, Section 1154 provides:

(a) “A town clerk shall record in the land records, at length or by accurate, legible, photocopy, in books to be furnished by the town:

- (1) deeds
- (2) instruments or evidences respecting real estate,
- (3) writs of execution, other writs or the substance thereof, and the returns thereon,
- (4) hazardous waste site information and hazardous waste storage, treatment and disposal certifications established under 10 VSA chapter 159
- (5) underground storage tank information under 10 VSA chapter 59,
- (6) municipal land use permits (as defined in section 4303 of this title) or notices of municipal land use permits, as provided for in subsection (c) of this section, notices of violations of ordinances or bylaws relating to municipal land use, and notices of violation of municipal land use permits,
- (7) denials of municipal land use permits,
- (8) other instruments delivered to the town clerk for recording.

(b) A temporary permit (if defined by the bylaws of the municipality) is not required to be recorded.

(c) A notice of a municipal land use permit or a notice of violation specified in subdivision (a) (6) of this section may be recorded, and if such notice is recorded, it shall list:

- (1) as grantor, the owner of record title to be the property at the time the municipal land use permit or notice of violation is issued;
- (2) as grantee, the municipality issuing the permit, certificate of notice;
- (3) the municipal or village office where the original, or a true, legible copy of the municipal land use permit may be examined;
- (4) whether an appeal of such permit, certificate, or notice has been taken;
- (5) Tax map lot number or other description identifying the lot.

(d) The town clerk shall keep in each book of record an index of reference to the instruments or records in that book.

2.00 PROCEDURES. The following procedures are recommended as a guide for the municipal clerk to use when recording documents in the land records of the municipality.

- 2.01 **Written Policy and Procedure.** The town clerk should prepare a detailed policy and procedure of how land records are processed and recorded in their municipality. This document should be available to the public using the municipal land records.
- 2.02. **Date and Time Stamp.** Documents hand delivered should be dated and time stamped when they are received. Documents received by mail or letter carrier should be date and time stamped with the time received noted. The day's mail may be bundled securely together with the date and the time received placed on the bundle. The clerk should note who delivered the documents to whom the documents should be returned whether the fees were collected, and the name and address where the bill should be sent. This process should be followed each time recording comes into the possession of the Clerk. If you are interrupted, you will have a reference to start from.
- 2.03 **Daybook.** As soon as possible, the day's recording should be processed and placed in the daybook or unrecorded document book. As you process the recording, handle one transaction at a time. You should have a recording stamp which includes the Town name, date and time, book and the page. You should also have the Vermont Property Transfer Return acknowledgment stamp.
- 2.04 **Reviewing the Filing.** You begin by looking at the cover letter or information that might accompany the documents.
- (a) Check to see if all the documents included are as described in the cover letter. Also, make sure the document is for your town.
 - (b) Check for Mylar if referenced in the deed.
 - (c) Verify that the fees or transfer checks are included with the documents.
 - (d) Arrange documents as they are listed or in the general order. If you are unsure what the order should be, contact the attorney/firm to verify the correct order.
- 2.05 **Property Transfer Tax Return. (PTTR)** All warranty, quit claims, decrees of distribution or any document, which convey property must be accompanied by a property transfer tax form. (32VSA 9608 and 32VSA 9606).
- (a) If the property transfer tax return indicates that the transfer constitutes a division of land, then there must also be included an Act 250 disclosure statement included.
 - (b) The property transfer tax form should be completed and signed by the sellers and buyers.
 - (c) A check to the State of Vermont should accompany the PTTR as indicated in the "amount due" box on the form. (Some transfers may indicate \$0.)
 - (d) You should verify that the seller's name, buyer's name, property location (address), amount due, including a check, if required, and signatures are there.
 - (e) The bottom portion should be completed by the town or city clerk. The original PTTR and the check should be mailed to the Vermont Tax Department on a monthly basis.

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- (f) A copy of the PTTR should go to the lister and another copy kept in the clerk's office for access to searchers (usually filed by date of recording – some clerks file alphabetically by buyer.)
- (g) A copy of the PTTR does not need to be returned with the recorded documents unless specifically requested.
- (h) The original PTTR sent to the tax department should include the social security number or tax identification number of the buyer and seller. These numbers do not have to appear on the copy kept by the clerk or lister's office.

2.06 Stamping the Documents For Recording. When the documents have been verified and are in order, stamp the first page of the document with your recording stamp. (Some clerks stamp the last page – but most document users prefer it when the front page is stamped.)

- (a) Fill in the date and time when the document was received, and the book or volume in which the document will be recorded.
- (b) Count the number of pages in the document and place the beginning and ending page numbers in the page area of the stamp. (Some towns number pages 1, 1-1, 1-2, etc.)
- (c) The recorder of the document would then sign on the attest line of the stamp.
- (d) You will need to stamp the document with the acknowledgement stamp if a PTTR is being filed. You will need to sign and date the stamp.
- (e) You are now ready to proceed to the next document following the same procedure as above.

2.07 Copying Documents Into Land Records. After the documents are stamped and the recording information is filled in, the document must be copied into the land records of the town. Once the copying is done, verify the pages in the volume to the documents.

2.08 Indexing the records. Once the document is copied into the land records they must be indexed. The general index is required by law (24 VSA § 1161). The clerk must also keep in each book of record an index of reference to the instruments or records in that book (24 VSA § 1154). The indexing should follow the Standards for Indexing Land Records in Part II of this Best Practices Guide. There are three main general indexes being used in Vermont --a general index volume, a card file, or a computerized index. The importance of the General Index can't be emphasized enough.

Example:

The clerk from the Town of Happyville received an envelope from Attorney Smith. The envelope contained the following documents: a discharge of mortgage, a power of attorney, warranty deed, mortgage deed, a Property Transfer Tax Return and an assignment. This envelope was marked at 10:30 am on November 01, 2000 when the mail was left at the Clerks Office in Happyville.

After lunch, the town clerk began the process of recording the documents in the following manner. The envelope was opened and a cover letter was found from Attorney Smith describing the documents enclosed. There was a check made out to the State of Vermont in the amount of \$ 575.00 for the property transfer and a check made out to the Town of Happyville for recording in the amount of \$175.00. The PTTR was signed properly and all the documents looked in order. (Note if there

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appears to be a problem with a document a good practice would be the clerk contacting the attorney about the problem before returning the document.)

The clerk begins by stamping the mortgage discharge and fills in the blanks (Date) November 1,2000 (Time) 10:30 A.M. (Volume) 125 (Page) 10 and signs in the space for the Town Clerk. The next document is the Power of Attorney; the same process is followed- the Date, Time, (some clerks will advance the time by one minute per document, but that is not required) and the Volume will be the same. The page will be 11 and the clerk will sign in the space for the Town Clerk. The next document, the Warranty Deed – again follow the same process, except the page numbers will be 12/14. The acknowledgement stamp is placed on the document and completed by the clerk. The number will be the next number assigned by the clerk. The date will be November 01, 2001 and signed by the Clerk. The next document will be the mortgage deed; -- you will follow the same process except the pages will be 15/32. The next document will be the assignment of mortgage again; the same process except the page will be 33. The documents are now ready for the daybook or unrecorded document book.

The documents are now ready to be copied into the land records of the town. Once the copying is done, verify the pages in the volume to the documents. The indexing should follow. The general index is required by law (24VSA 1161). The clerk must also keep in each book of record an index of reference to the instruments or records in that book (24VSA 1154). The indexing should follow the Standards for Indexing Land Records.

- 2.09 **Plats.** Although the law states that plats are **filed** in the town clerk's office, plats must be received, reviewed, date stamped, entered into the daybook, and indexed just like recorded documents. Unlike recorded instruments, however, the town clerk files the original plat.

The clerk must also check the plat for the certification required in VSA 27 § 1403 (b) 6 which states that the plat shall contain a surveyor's certification that it conforms with the requirements of § 1403. Also, plats must be stamped on the face of the plat (just like other documents), if the surveyor has not provided a "fill in the blanks" receiving statement as part of the plat composition.

BEST PRACTICES IN RECORDING PROCEDURES

- 3.01 **Recording Deadlines.** The recording should be processed in the daybook every day and the turn around time from receipt of documents to returning them should be within 15 days, At no time should the turn around time be longer than 30 days.
- 3.02 **Daybook/Unrecorded.** The Daybook/Unrecorded should contain at least the grantor, grantee, type of document, and the document date, date of record, time, volume, page, and location of property. (Note the daybook or unrecorded book should be kept up daily and should be made available to all searchers of title by hard copy. The clerk should not determine what the searcher is looking for. If the clerk makes an error it may become a liability to the municipality.

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3.03 **Returning Pre-Recorded Documents.** The clerk should not question whether or not to record a document -- that is not the clerk's function. The function of the Town Clerk is to record whatever documents are presented to them for recording. If there is an obvious error, the clerk may make a telephone call informing the sender about the issue. The clerk should make a note of the conversation, the name of the person to whom they spoke, along with the date and time of the conversation and the instruction received. The clerk should never take it upon himself or herself to make this determination.

3.04 **Indexing Errors.** When an error is found in the General Index or Card File, the best practice would be to note on the card or index the date the correction was made and what the correction was and attest by the Clerk.

3.05 Exception To Returning Documents:

(a) **Property Transfer Tax Return:** A properly executed PTTR must be filed with all transfers of property and the taxes must be collected at the time of transfer. Before an improperly completed PTTR document is returned to the sender you may speak with the person or firm sending you the documents to let them know you are returning them.

(b) **Deeds with Plats.** A deed that references a survey map cannot be recorded unless the map is on file. The best practice would be to peruse the deed to see if the description references a survey map. If the survey map is not on file in the Town Clerk's office, then the deed cannot be recorded. You may wish to speak with the sender and explain the necessity of filing the survey map (mylar) prior to recordation of the deed.

(c) **Act 250 Disclosure.** All transfers of property must be accompanied by an Act 250 Disclosure form.

B. INDEXING STANDARDS

1.00 APPLICATION OF THESE INDEXING RULES

1.01 Purpose

Best practice standards have been developed for use in the offices of Vermont's Town and City Clerks. They are voluntary guidelines designed to help create uniformity in indexing land record instruments to assist members of the public who need to research the land records and to enable individual towns and the state to move toward electronic media.

1.02 Posting of Rules

- a) We encourage clerks to make these best practice standards available for public inspection, along with a local guide listing the various series of records available in their offices with the dates of those records and directions on where to find them.

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- b) If the town uses an electronic media for the town's land record indexes or records we encourage clerks to provide directions for use of any public use machines, including explanations of the data fields that appear on each screen.

2.00 FINDING NAMES IN THE INDEX

2.01 Grouping of Names

- a) The indexing system may produce names from various series of records (deeds, wills, judgments, etc.) in the same merged list, or the individual series may be produced separately. Grantors may be merged with grantees, or they may be listed separately. Human names should be merged with non-human names.
- b) All such lists produced should be in telephone book style listing, i.e., continuous alphabetical listing. The alphabetical subsections indexing system (e.g. pages for Ba, Bi, Bl, etc.) and/or "Family" index system (e.g., pages for Smith, Jones, Black, etc.) should not be used.

2.02 How Names Are Expressed

- a) Human names should be comprised of just the 26 letters of the English alphabet and **only in capitals**. The last name should appear first. The last name should be followed by one or more given names or initials separated by blank spaces. Suffixes, when applicable, should be displayed at the end of the name. See appendix __ for examples.
- b) Non-human names should consist of the 26 capital letters in English, ten numeral digits, the ampersand symbol (&) when used to represent the word "and", and the slash symbol (/) when used in numeral fractions or in dates. Non-human names should have multiple words separated by blank spaces. See appendix __ for examples.
- c) Abbreviations are not created in the indexing process. In the event that you have a computerized system, names too long to fit in the space available in the name field are truncated at the end of the available space; however, space should be reserved at the end for suffixes. The name field should hold at least 50 characters. Names which appear on the source document in abbreviated form should remain in that form after being indexed and should not be expanded into a full word.

3.00 INDEX SYSTEM DATA

3.01 Data Fields

- a) The following index data fields should be found in the index: Grantor (including mortgagor, lessor, assignor, etc . . .), Date Recorded, Date of Deed (Date Document is Signed,) Grantee (including mortgagee, lessee, assignee, etc. . .), Instrument Type,

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Reference to Book & Page, Description, and also Parcel Identification Number in those localities where it is being used.

- b) As a local option, the clerk could include additional fields as needed. When this is done a clear illustration should be made as a local addendum to these best practice standards.
- c) If you have a computerized index, the data can appear on the system screen in any order; however, written instructions and explanations should be available for all local variations.

3.02 Description of Data Fields

- a) *Grantor*: For a human name, the Grantor should be listed by the entire last name first, followed by the full and complete given name(s) (**i.e. the first and middle names**). For a non-human name, the entire name (subject to name field size limitation) should be listed beginning with the first word of the name. (However, see **6.05b** concerning "The" when it is the first word of a non-human name). The last name might be grouped with given names ascending alphabetically underneath, and business names and human names might be listed once for numerous entries. If the Grantor is acting as a trustee or other designated status for another party, the trustee or other designated status is treated as a suffix (**see Section 5.01b**). If you have a computerized index, a minimum of 50 characters should be displayed for the Grantor name.

With computerized indexes, the different parts of a human name (last name, given name and suffix) taken from the source document may be entered into the automated index via separate fields or in a single field separated by special characters or codes. Likewise they may be stored in the automated index as separate fields or in a single field separated by special characters or codes. However, the method of entry and storage should not be apparent to the user looking at the display screen.

- b) *Date Recorded*: Date Recorded is the date that the document was received and recorded in the clerk's office. The date is in numeric form and is in the order of two-digit month (followed by a slash [/], two-digit day (followed by a slash [/], and four-digit year.)
- c) *Date of Deed*: The Date of Deed is the last date that the document was signed or the date of the deed on the face of the instrument.
- d) *Grantee*: For a human name, the Grantee should be listed as the entire last name first, followed by the full and complete given name(s). For a non-human name, the name should be the entire name (subject to name field size limitation) beginning with the first word of the name. (However, see 6.05b concerning "The" when it is the first word of a non-human name). When a document contains two or more names that could comprise the Grantee, all of the names should be used as the Grantee in the index. If the Grantee is acting as a trustee or designated representative for another party, the trustee or other designated status should be treated as a suffix (see Section

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in 5.01b). For computerized indexes, a minimum of 50 characters should be displayed for the Grantee name.

With computerized indexes, the different parts of a human name (last name, given name and suffix) taken from the source document may be entered into the automated index via separate fields or in a single field separated by special characters or codes. Likewise they may be stored in the automated index as separate fields or in a single field separated by special characters or codes. However, the method of entry and storage should not be apparent to the user looking at the display screen.

- d) *Type of Document*: The type of document field contains the type of document that is indexed. For electronic systems the type of document should be abbreviated according to the codes for Instrument Type in Appendix B. **With regard to the information shown under the heading "Instrument Type," this information is provided solely for the information of the user, and is in no way warranted by the Clerk.**
- e) *Reference to book/page*: The Reference field gives the book and page location of a document or plat.
- f) *Description*: The Description field should contain a brief identification or description of the property or the instrument. Depending on the type of document, this description can describe a property, be a reference to a book/page or instrument number, be a local property tax number, or state the intent of the document. When describing a property, the description is not a full and legal description of the property, but is used only for document identification purposes.
- g) *PIN*: The parcel identification number (PIN) is a unique parcel identifier as specified by the local government in conjunction with a geographic information system or other property identification system. If the local government does not use the PIN system, the PIN field can be left out. However, for computerized systems space should be allotted in the automated indexing system for the addition of PIN numbers at a later time.

4.00 ALPHABETIZING RULES

4.01 Basic Alphabetizing Procedures

- a) *Alphabet*: All names should be arranged alphabetically according to the order of ASCII standards with the English alphabet. With electronic indexing, umlauts, accents, and other marks in other languages should be used if available.
- b) *Word by word*: All entries should be arranged word by word, alphabetizing character (letter) by character within the word. Alphabetizing should begin with the first character of the first word and end with the last character of the last word. The principle of "nothing before something" should be applied, considering the space between words a "nothing." Thus, a single letter or shorter word precedes a longer

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word beginning with the same letter or letters. When two or more entries begin with the same word, the entry will be arranged by the first different word.

Example: AD VIDEO
ADAM INSTRUMENT INC
ADAMS BILT CO
ADAMS BILT LOT CO
ADAMS GERALD R
ADAMSON HARRY T
ADVENT SPEAKERS INC

- c) *Human Names:* Human names should be alphabetized on the basis of the last name followed by the given name(s). **We also recommend that Clerks add to the Card Index a card at the end of each last name to direct the searcher to other more generic versions of the name as shown below.**

Example: SMITH JAMES
SMITH JOHN
SMITH JOHN E
SMITH JOHN W
SMITH JOHN W JR
See also John Smith
SMYTH JOHN D
SMYTH JOHN J
SMYTH JOHN L
SMYTH JOHN L TRUSTEE
SMYTH JOHN LAR
See also John Smyth

- d) *Non-human Names:* Non-human and/or corporate entries should be arranged word by word, alphabetized character by character, within the word(s). Alphabetizing should begin with the first word of a non-human or corporate name, then go to the next word, etc., ending with the last character of a non-human or corporate name. A number, single letter, initial, or grouping of letters can be the first word of a non-human or corporate name.

Example: WINSTON ROOF AND PORCH CO
WINSTON ROOF AND SIDING INC
WINSTON ROOFING AND GUTTERING CO
WINSTON ROOFING CO

- e) *Numbers:* Arabic numerals should be used for numeric numbers. For the purposes of alphabetizing/sorting, a number consisting of one or more numerals or numerals and characters should be considered as a word. (See § 6.05 for treatment of numbers.)

Example: 2 GUYS CO
23 STREET INC
4 PENNIES INC
40 THIEVES MARKET
401 AMOCO FOOD MARKET
4TH STREET OYSTER BAR INC

4.02 Sorting Order for Electronic Index

The location of an entry in the index should be determined by the following hierarchical sorting order:

- a) *Human Name Section:*
 - 1) Last name or last name ascending alphabetically.
 - 2) Given names ascending alphabetically.
 - 3) Trustee or other designated status.
 - 4) Date - ascending (in a continuous listing of names in the index); however on a detail display screen where multiple instruments are listed under a specific party's name, some local systems might provide an option for reverse order to list the most recent recording first.
- b) *Non-Human Section:*
 - 1) All words or abbreviated words in the name ascending alphabetically.
 - 2) Trustee or other designated status - no status then alphabetical status.
 - 3) Date - ascending (in a continuous listing of names in the index); however on a detail display screen where multiple instruments are listed under a specific party's name, some local systems might provide an option for reverse order to list the most recent recording first.
- c) Human and non-human names should be merged in the same listing as stated in Section 2.01.

5.00 SELECTION OF NAMES FROM THE SOURCE DOCUMENT FOR INDEXING

Recorded instruments should be located by the names that are indexed. In some future time, land records might be indexed by Parcel Identification Numbers (PIN). At the present time, the names of the parties affected by the recorded instrument are the key to finding the instrument in the land records, so it is important that a systematic method of entering names into the index is established and routinely followed. The rules that should govern that selection process are covered in this section.

5.01 General Rules for Selecting Names

- a) *Names of Parties Affected:* The names of parties participating in, or directly affected by, an instrument should be entered into the index. For example, in addition to the

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grantor and grantee, a spouse conveying homestead rights should be included in the index. A person can be a party to an instrument without signing the instrument.

Other names, such as those found in the property description, may not be directly affected and would not need to be indexed.

- b) *Names of "Others"*: The full name of each party affected by an instrument should be indexed, and the name of each such party should be entered in such a manner as to ensure its proper alphabetical location in the Index. Notations or abbreviations such as "et al.", "and others", "and wife", "et ux.", "and husband", etc. should not be used in the Index. Those other names should be entered as full and separate names.
- c) *Some names that do **not** need to be indexed:*
- 1) The name of a beneficiary of a deed of trust need not be indexed when the first named trustee is indexed.
 - 3) Certificates filed pursuant to the Uniform Limited Partnership Act are to be indexed only in the names of the partnership and of the general partners rather than in the name of each limited partner.
 - 4) When an Grantor is a corporation or a limited liability company, the name of the corporation or the name of the limited liability company should be indexed. The names of the officers or managers should not be indexed.
 - 5) Names of persons signing for governmental agencies do not need to be indexed. Only the agency names are entered.
- d) *Names of trustee or other persons with designated status (i.e. executor, administrator, etc. . . .)*: All documents being conveyed by a Trustee, Commissioner, Firm, or other person with a designated status, may be indexed in the name of the parties for whom the trustee, etc. is acting, as well as in the name of the person with the designated status. See Appendix D for standard abbreviations of designated status. The designated status abbreviation should be displayed in the index as an extension of the last given name of a human name and as an extension of the non-human name.

Example: Name provided: Richard M Stewart, Trustee

STEWART RICHARD M
STEWART RICHARD M TR
STEWART ROBERT MICHAEL

STEWART RICHARD M
STEWART RICHARD MICHAEL
STEWART TR RICHARD M

INCORRECT (Status after last name)

Note: When the Grantee is listed with the given name first (**see Section 3.02 d**), the designated status should appear after the last name just as any other suffix.

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Name provided: Stewart Banking & Trust Company, Trustees
STEWART ADCOCK PLUMBING SUPPLY
STEWART BANKING & TRUST COMPANY, TR.
STEWART CONSOLIDATED MTG, TR.

- e) *Names of designated Spouse:* The names of a husband and wife, when both are parties to an instrument, should be listed separately and indexed as separate names. The two names should appear on the same line in the index twice, with each of the two first names appearing first..

Example: John L. Smith and Jane Ann Smith, husband and wife

SMITH IVAN A
SMITH JANE ANN
SMITH JOHN L
SMITH JOHN T

SMITH IVAN A
SMITH JANE ANN & JOHN L *CORRECT*
SMITH JOHN L & JANE ANN *CORRECT*
SMITH JOHN T

- f) *Parties With More Than One Name:* When a name, as it appears in the source document, makes reference to an additional name through terms such as also known as, formerly, formerly known as, etc. or through the use of parentheses, both names should be indexed separately.

Example: Name provided: Jane Smith (formerly Jane Simpson)

SMITH IVAN A
SMITH JANE
SMITH JOHN T
also
SIMPSON AUSTON J
SIMPSON JANE
SIMPSON MARK O

Example: Name provided - Bar BQ House of Cary Inc
(formerly Tom's Bar BQ Inc)

BABS PANCAKE HOUSE INC
BAR BQ HOUSE OF CARY INC
BARBS HOUSE OF CURLS
also
TOMPKINS ASSOC INC
TOMS BAR BQ INC
TONS OF FUN CO

Example: Name Provided – Bob Smith D/B/A Smith Construction

- g) *Last names In Parentheses:* A human name containing a last name in parentheses before or after the last name [e.g., Jane Ann (Smith) Simpson, Jane Ann Simpson (Smith)] should be indexed twice using two different last names. When indexing the last name, the alternate last name in parentheses shall be considered and alphabetized

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as a given name only if it appears as a middle name. When indexing the name in parentheses the last name should be dropped.

Example: Name provided: Jane Ann (Smith) Simpson

SIMPSON AUSTON J
SIMPSON JANE ANN
SIMPSON MARK O

And optionally

SMITH IVAN A
SMITH JANE ANN
SMITH JOHN T

- h) *Estate names*: The human name contained within the estate name should be indexed as a human name along with the word “Estate”

or an abbreviation of the word. (See Appendix D for abbreviations.)

Example: Name provided: The Estate of John Smith

index as: SMITH JOHN ESTATE

- i) *Government names*: **No document should be indexed in the name of the individual who signed** on behalf of any government, or any agency or unit of government, i.e., the administrator, trustee, state director, agent, etc. Each document will be indexed in the name of the governmental unit as it appears in the source document. When an organizational hierarchy of unit or agency names appears, each governmental unit or agency should be indexed. However, unit names which appear only in the letterhead of a document do not necessarily need to be indexed (e.g., a notice that the United States claims a lien would be indexed in the name “United States”; but the unit names “Department of Treasury” and “Internal Revenue Service” do not need to be indexed simply because those names appear in the document letterhead.) When a unit or agency of government is acting for the government (United States of America, State of Vermont, County, or City/Town) and if the identity of the government is clearly stated, the document should be indexed under the name of the government and also the unit or agency name. Indexing procedures for Non-Human/Corporate Names should apply to government units and agencies unless otherwise noted.

Example: United States of America

by _____

President

Index as: UNITED STATES OF AMERICA

Example: United States of America

Farmers Home Administration

Department of Agriculture

by _____

State Director

Index as: UNITED STATES OF AMERICA

FARMERS HOME ADMINISTRATION

DEPARTMENT OF AGRICULTURE

Example: Farmers Home Administration

Department of Agriculture

by _____

State Director

Index as: FARMERS HOME ADMINISTRATION

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DEPARTMENT OF AGRICULTURE

Example: United States of America
United States Forest Service
by _____
Director
Index as: UNITED STATES OF AMERICA
UNITED STATES FOREST SERVICE

Example: U. S. National Weather Service
by _____
Director
Index as: US NATIONAL WEATHER SERVICE

j) *Names of subdivisions and other land plats:*

- 1) In a computerized index the owner(s) of the property shown on the plat should be indexed in the grantor field. In card indexes the landowner(s) should be indexed as grantor(s). No other names should be indexed. (ie. "the property of Dan Jones to be conveyed to John Smith" only index under the name Dan Jones since the conveyance might not later be completed.)
- 2) The plat title, if shown in the property designation portion of the plat, should also be indexed as a grantor of the plat. When the plat title is descriptive (i.e., name of subdivision, name of property, etc.), the plat title should be considered as a non-human name.

Example: Plat Title: Singing Oaks Subdivision
SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION
SINGLETON TOWNHOMES

Plat Title: Singing Oaks, Part II
SIENFELD PROPERTIES INC
SINGING OAKS PART II
SINGLETON TOWNHOMES

SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION PART II *INCORRECT*
SINGLETON TOWNHOMES

- 3) Plat title showing ownership. When the plat title shows ownership, usually through references such as "Farm of [name of owner]", Land of [name of owner]", "Property of [name of owner]", "[name of owner] Farm", "[name of owner] Property", etc., the plat title should be indexed by the name of the owner.

Example: Plat Title: Nat T. Magnum Farm
MAGNUM ALBERT CARL
MAGNUM NAT T
MANION ROBERT L

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NANNIES UNLIMITED INC
NAT T MAGNUM FARM *INCORRECT*
NATURAL POWER INC

Plat Title: Farm of Nat T. Magnum
MAGNUM ALBERT CARL
MAGNUM NAT T
MANION ROBERT L

FARLOW FARMS INC
FARM OF NAT T MAGNUM *INCORRECT*
FARMER JOES MARKET

Plat Title: Property of Nat T. Magnum Inc.
NANNIES UNLIMITED INC
NAT T MAGNUM INC
NATURAL POWER INC

MAGNUM ALBERT CARL
MAGNUM NAT T INC PROPERTY OF *INCORRECT*
MANION ROBERT L

- 4) **Maps Attached to Documents:** A map or plat that is attached to or is a part of a document should be considered as part of the document and does not need to be indexed as a separate map or plat; however, in addition to the General Index, the clerk may maintain a separate index of maps and plats and/or condominium plans and plats.
 - 5) Plat indexes should include the following information, (if the information appears on the survey):
 - a) Name of record owner;
 - b) Plat title;
 - c) Date of plat and last revision;
 - d) Survey location by road name and number;
 - e) Where the plat is filed and its number;
 - f) Date plat is received for filing.
- k) *Name of condominium plats and plans:*
- 1) Condominium plans and plats should be indexed in the real property index.
 - 2) If the condominium declaration is being recorded with the condominium plat, the name of the condominium should be indexed as grantors of the condominium plat or plan. You may also index all persons signing the condominium declaration as grantors of the condominium plat or plan.
 - 3) The name of the condominium should be considered as a non-human name.
 - 4) If the condominium declaration has been recorded, and if a reference to the book and page, or instrument number, of that recording is listed on the condominium plat, the clerk may show that reference in the description field.

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- 5) Condominium Declarations: If the condominium plat has been recorded, and if a reference to the book and page of that recording is listed in the condominium declaration, the clerk may list that reference in the description field.

5.02 Selection of Names from Specific Types of Instruments

The following is a general guide to the selection of names from some of the most common types of documents found in the land records. Often, however, an instrument will have some complexity that affects other parties. The name of any party who is directly affected by an instrument should be indexed. The indexer should consult 24 Vermont Statutes Annotated Chapter 35.

<u>Type of Instrument</u>	<u>Names to be Indexed</u>	
a) Act 249 permit (EC permit)	grantor:	property owner, permittee
	grantee:	State of Vermont
b) Act 250 Permit	grantor:	property owner, permittee
	grantee:	State of Vermont
c) Act 250 Disclosure	grantor:	property owner, permittee
	grantee:	State of Vermont
d) Administrator's Deed	grantor:	Administrator and Decedent
	grantee:	buyer
e) Agreement	grantor:	property owners relinquishing interest
	grantee:	parties gaining interest
f) Assignment of Mortgage	grantor:	property owner, mortgagor, assignor
	grantee:	assignee
g) Assumption of Mortgage	grantor:	seller, note holder (if signed)
	grantee:	buyer, trustee (if named)
Note: If the Clerk has separate hard copy print-out lists for grantors and grantees, the property owner's name should be entered so that it prints out in both lists.		
h) Boundary Line Agreement	grantor:	all parties conveying interest
	grantee:	all parties receiving interest
i) Certificate of Occupancy	grantor:	property owner
	grantee:	municipality
j) Commencement of Bankruptcy	grantor:	debtor, property owner
	grantee:	trustee in bankruptcy

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k)	Condemnation Order	grantor: grantee:	property owner government agency
l)	Condominium Instrument	grantor:	property owner, name of condo
m)	Corporate dissolution	grantor:	name of corporation
n)	Corporate resolution	grantor: grantee:	name of corporation authorized party, if any
o)	Declaration of Covenants	grantor:	property owner, subdivision name
p)	Decree of Distribution	grantor: grantee:	estate of decedent buyer
q)	Deed of Gift	grantor: grantee:	giver, donor recipient, donee
r)	Deed and Order of Partition	grantor: grantee:	all parties all parties
s)	Deed in Lieu of Foreclosure	grantor: grantee:	property owners Buyers/lender(s)
t)	Discharge of Debtor	grantor: grantee:	bankrupt party, property owner bankrupt party, trustee, U.S. Bankruptcy Court
u)	Disclaimer	grantor: grantee:	party disclaiming interest party affected
v)	Divorce decree	grantor: grantee:	plaintiff defendant
w)	Easement	grantor: grantee:	property owner parties who gain use of land
x)	Executor's Deed	grantor: grantee:	Executor and Decedent buyer
y)	Foreclosure Complaint	grantor: grantee:	property owner, defendant plaintiff
z)	Forfeiture Order	grantor: grantee:	property owner US government
aa)	Highway document	grantor: grantee:	

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bb)	Hospital Lien	grantor:	property owner, defendant
		grantee:	plaintiff
cc)	Judgment Order	grantor:	property owner, defendant
		grantee:	plaintiff
dd)	Lease	grantor:	property owner, lessor, landlord
		grantee:	lessee, tenant
ee)	License to Sell	grantor:	estate of decedent
		grantee:	party authorized to sell
ff)	Mechanic 's Lien	grantor:	property owner
		grantee:	subcontractor, contractor, lien filer
gg)	Memorandum of Municipal Action	grantor:	property owner
		grantee:	municipality
hh)	Mortgage Discharge	grantor:	party relinquishing interest, lender, trustee
		grantee:	property owners

Note: If the Clerk has separate hard copy print-out lists for grantors and grantees, the property owner's name should be entered so that it prints out in both lists).

ii)	Mylar	grantor:	property owner, record owner, subdivision name
jj)	Name Change	grantor:	old name
		grantee:	new name
kk)	Notice of Levy, Warrant & Tax Sale	grantor:	property owner
		grantee:	municipality, IRS
ll)	Notice of Lis Pendens	grantor:	property owner
		grantee:	plaintiff
mm)	Notice of Permit	grantor:	property owner
		grantee:	municipality
nn)	Option	grantor:	property owner, optionor party relinquishing rights
		grantee:	property owners, optionee party acquiring rights
oo)	Partnership agreement	grantor:	all named partners
pp)	Plat	grantor:	property owner, record owner

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			subdivision name
qq)	Power of Attorney	grantor: grantee:	principal, party giving authority agent, party receiving authority
rr)	Power of Attorney - Revocation	grantor: grantee:	principal, party revoking authority agent, party losing authority
ss)	Purchase and Sale Contract	grantor: grantee:	property owner party purchasing interest
tt)	Quit Claim Deed	grantor: grantee:	seller buyer
uu)	Release	grantor: grantee:	party releasing interest party receiving interest
vv)	Report of Tax Sale	grantor: grantee:	municipality, property owner Buyer
ww)	Residential Energy Certificate	grantor: grantee:	property owner contractor
xx)	Restrictive Covenants	grantor:	property owner subdivision name
yy)	Right of First Refusal	grantor: grantee:	property owner, optionor party relinquishing rights optionees, party obtaining rights
zz)	Right of Way	grantor: grantee:	property owner party who gains use of land
aaa)	Satisfaction of Mortgage	grantor: grantee:	party relinquishing interest, lender, trustee property owner

Note: If the Clerk has separate hard copy print-out lists for grantors and grantees, the property owner's name should be entered so that it prints out in both lists.

bbb)	Septic Tank Permit	grantor: grantee:	property owner municipality
ccc)	Subordination Agreement	grantor: grantee:	property owner, current mortgagee new mortgagee
ddd)	Survey	grantor:	property owner, record owner subdivision name

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eee)	Tax Collector's Deed	grantor:	municipality, IRS
		grantee:	buyer
fff)	Trust Agreement	grantor:	creator/trustor/settlor
		grantee:	trustees, name of trust, named beneficiaries
ggg)	Trustee's Deed	grantor:	property owner, trustee
		grantee:	all named trustees & named beneficiaries, party gaining interest
hhh)	UCC Financing Statements	grantor:	property owner, debtor
		grantee:	secured party, creditor
iii)	Violation of Municipal Permit	grantor:	property owner
		grantee:	municipality
jjj)	Warranty Deed	grantor:	seller
		grantee:	buyer
kkk)	Wastewater Permit (WW permit)	grantor:	property owner, permittee
		grantee:	State of Vermont
lll)	Writ of Attachment	grantor:	plaintiff
		grantee:	defendant
jjj)	Corner Restoration Certificate	grantor:	property owners
		grantee:	property owners

6.00 FORMATTING OF THE NAMES FOR PLACEMENT IN THE INDEX

6.01 The Need for Formatting

The process of formatting names, in most cases, is routine. The main rules to remember are to use all capital letters, no punctuation and, for human names, the last name is indexed before the given name. Unfortunately, numerous rules are still needed to govern the formatting of the few remaining "special" types of names. These rules are necessary because some names might appear on different documents in different formats. Formatting rules do not correct spelling errors or otherwise change spellings. However, formatting rules, if consistently followed, can help, to some extent, to keep a specific name appearing consistently in the same location in the index.

Some automated indexing systems may require the use of punctuation or special characters as field separators during the data entry process. However such punctuation or special characters should not appear in the automated index.

6.02 Capital Letters

All entries in the Index should be listed in capital letters. In a machine sort, a lower case letter is a different character than the corresponding upper case letter.

Example: SMITH JAMES
SMITH JOHN
SMITH JOHN E

Smith James
Smith John
Smith John E

ALL INCORRECT (Not in all capital letters)

6.03 Truncation and Abbreviation

As nearly as possible, names should be placed in the index using the same spelling as appears in the source document. Abbreviations should not be used except as they may appear in the name provided in the source document. Words too long to fit in the available space of the name field should be truncated when the end of the name field is reached. Where a full name exceeds the available space, and a suffix (including any designated status extension) is part of that name, the truncation will occur at the place which still leaves room to place the suffix extension on the end of the truncated name. Standard abbreviations should be used for designated status extensions such as TR for Trustee, etc. (see Appendix C). Abbreviations may be used for property descriptions (see Appendix B). Standard abbreviations should be used for instrument types (see Appendix A).

6.04 Human Names

- a) *Signature Convention*: It should be assumed that all names in the source document are in the United States signature convention of given name(s) followed by last name, unless a comma is found appended to the first appearing name, indicating that it is a last name which has been placed before the given name.
- b) *Last name*: For purposes of alphabetizing in the index, any existing spaces embedded in a name, as it appears in the source document, will be retained; any existing hyphens will be removed but the space created by that removal will remain open; any other existing special characters, such as apostrophes, should be removed without leaving a blank space.
 - 1) *Prefix*: A name with a prefix is one that begins with a separately written particle consisting of an article (e.g., La Crosse, L'Estrange), a preposition (e.g., De Morgan), a combination of a preposition and an article (e.g., Del Mar, Van der Veer), or a term which originally expressed relationship (e.g., Ap Richard, O'Brien), with or without a space, hyphen, or apostrophe between the prefix and the name.

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Examples: Name provided: Anthony La Vopa

KURTZ LEONARD
LA VOPA ANTHONY
LAVOIE EDWARD
LAW CHARLES

Name provided: Catherine O'Brien

OBREMSKI JAMES O
OBRIEN CATHERINE
OBRIST BARBARA

Name provided: Carl Van Cott

VALLEY FARM CREDIT
VAN COTT CARL
VANCO HELEN
VANCROFT WILLIAM A

VANCE BRIAN LEE
VANCOTT CARL *INCORRECT*
VANCROFT JOHN
VANGOGH VINCENT

- 2) M', Mc, Mac: Names beginning with the prefixes M', Mc, or Mac should be arranged alphabetically according to the order of the alphabet and in the same manner as with any other name. No special section or location should be developed for these prefixes.

Example: Name provided: John Mac Donald

MABRY CARRIE R
MAC DONALD JOHN
MACATEE PAUL L
MACEDA NILA

MABRY CARRIE R
MACATEE PAUL L
MACDONALD JOHN *INCORRECT*
MACEDA NILA

- 3) Compound Last name: A compound last name is a name consisting of two or more separate words or names which are separated by a hyphen or a space. For purposes of indexing, hyphens should always be dropped from compound last names and the space retained.

Example: Name provided: Jane Smith-Simpson

SMITH YVONNE A
SMITH SIMPSON JANE
SMITHSON LISA C

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- 4) If it is unknown or unclear if a name is the last given name or is part of a multi-name last name, the name may be treated as the last given name and also as a part of a multi-name last name.

Example: Name provided: Johnny Mack Intosh

INTEMANN ALFRED W
INTOSH JOHNNY MACK
IORFIDO B L

also

MACINTOSH JAMES A
MACK INTOSH JOHNNY
MACKO ROBERT L

- 5) Human names containing Saint, St or St. should not be converted into their abbreviated or full form. Punctuation should be eliminated but preexisting spaces should be retained.

Examples: Name provided:

Barry Saint Leger
Louis Stephen Saint Laurent
Camille Saint-Saëns
Charles Sainte-Beuve
David St John
Ruth St. Denis
Saint Clair Waldheim

Index as:

SAINT LEGER BARRY
SAINT LAURENT LOUIS STEPHEN
SAINT SAENS CAMILLE
SAINTE BEUVE CHARLES
ST JOHN DAVID
ST DENIS RUTH
WALDHEIM SAINT CLAIR

- c) *Given Names:* Given names will appear in the automated index in the order of first given name (first name) or initial, second given name (middle name) or initial, etc. An initial should be considered as a given name, and a space should separate given names and initials that are given names. Commas will not appear in the index list to separate given names from last names. Periods should not be used with initials or any other abbreviation. In a special case, the title Mrs. may be considered as a given name (Rule 6.04 c 2).

Example: Name provided: Robert M Stewart

STEWART R M
STEWART RICHARD M
STEWART ROBERT M
STEWART ROBERT MICHAEL

- 1) For purposes of alphabetizing in the index, any existing spaces embedded in a name, as it appears in the source document, will be retained; any existing hyphens will be removed but the space created by that removal will remain open; any other existing special characters, such as apostrophes, should be removed without leaving a blank space.

Example: Name Provided:

Jo-Ann Taylor
Ty-Anthony Jones
O'Neal White
Billy Joe Kerns

Index as:

TAYLOR JO ANN
JONES TY ANTHONY
WHITE ONEAL
KERNS BILLY JOE

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- 2) Titles: All titles such as Reverend, Bishop, Dr., Major, Mr. Ms., Mrs, etc. may be omitted from the listing. However, when a document or instrument contains the name of a female using only the title Mrs. and her last name (e.g., Mrs. Smith) or the title Mrs. and her husband's given name and last name, the title Mrs. should be retained. The title Mrs. should be considered as the given name if none other is provided. If the husband's first name is provided the title Mrs. should be considered as a suffix.

Example: Name provided: Mrs John Smith

SMITH JOHN
SMITH JOHN A
SMITH JOHN MRS
SMITH LEON
SMITH PAUL

SMITH JOHN
SMITH JOHN A
SMITH LEON
SMITH MRS JOHN
SMITH PAUL

INCORRECT (Indexed on title)

Name provided: Mrs Smith

SMITH LEON
SMITH MRS
SMITH PAUL

Note: If the given name of an individual is "Major", "Captain", "Sarge", etc., this rule does not apply.

- 3) Suffix: As the names are displayed, a suffix denoting lineage such as Junior, Jr., Sr., II, III, etc. will appear after the last given name except when the Grantee is listed with the given name first (see Section 3.02 c) the suffix will appear after the last name. No punctuation will appear before the suffix in the automated index.

Example: Name provided: William John Smith, III

SMITH WILLIAM J
SMITH WILLIAM JOHN II
SMITH WILLIAM JOHN III
SMITH WILLIAM MARK

- 4) Professional Titles: Professional certifications or degrees showing a certain level or type of education such as CPA, DDS, and MD, should not ordinarily be indexed as part of a human name. If it is unclear whether such document names are human or non-human, the names should be indexed as a human name with the title but without the punctuation. The name could also be indexed as a business name.

Example: Name provided: John Smith, CPA

SMITH JOHN CPA (indexed as human name and/or business name)

6.05 Non-Human/Corporate Names

- a) *"The"*: Non-human and corporate names beginning with the article "The" should not be indexed under the word "The". The first letter, number etc., immediately following the word "The" should be used to begin the indexing. When the first word is "The", the word "The" should be dropped.

Example: Name provided: The Word Publishers Inc.

WORD POWER INC
WORD PUBLISHERS INC
WORDPERFECT CORP

- b) *Human Name/Initials*: The names or words in a non-human entry should not be reversed even when the non-human entry contains a human name/initials.

Example: Name provided: Carl Magnum Inc

CARL JONES INC
CARL MAGNUM INC
CATS MEOW CORP

MAGIC MAID INC
MAGNUM CARL INC
MAGNUM ELECTRIC CO

INCORRECT (Human name portion reversed)

- c) *Numbers*:

- 1) When the first word of a non-human name is a number and the number is spelled (e.g., six), the number should be treated as a word,

Example: Name provided: Five Points Inc

FIVE POINTS INC (Not 5 POINTS INC)
FIX IT RIGHT CO

2 GUYS INC
5 POINTS INC
5 STRIKE CO

INCORRECT (Word converted to a numeral)

- 2) When the first word of a non-human name is a number and the number is in numeric form (e.g., 6), the number should be placed in alphanumeric character sequence in the index as it appears on the document.

Example: Name provided: 2 Guys Inc

2 GALS INC
2 GUYS INC (Not TWO GUYS INC)
5 STRIKE CO

TWO GUYS INC
TYLER HOUSE INC

INCORRECT (Numeral converted to word)

- 3) When a non-human name contains a fraction in numeric form, the numerator and the denominator of the fraction should be separated by a slash (/) with no space on either side of the slash. If a whole number is associated with the fraction, a space should separate the whole number from the fraction.

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Example: Name provided: 7 1/2 PERCENT SOLUTION CO
7 1/2 PERCENT SOLUTION CO
7 COME 11 INC
72 LUMBER CO

- 4) When an ordinal number is in numeric form, a space should not separate the numeral from the ordinal suffix.

Example: Name: 4TH STREET OYSTER BAR INC
(Not 4 TH STREET OYSTER BAR INC)

4 PENNIES INC
40 THIEVES MARKET
4TH STREET OYSTER BAR INC

- 5) When a non-human name contains a series of two (2) or more single numerals, no space should separate the single numerals. The series of two (2) or more single numerals should be combined until the series is broken by a word containing two or more letters or by a number containing two (2) or more numerals.

Example: Name provided: 1 2 3 Go Inc.
1 WAY HOME INC
123 GO INC (Not 1 2 3 GO INC)
2 GUYS CO

1 2 3 GO INC *INCORRECT* (Spacing between characters)
1 WAY HOME INC
GUYS CO

Name provided: 2 4 T Brunch Club Inc.
2 GUYS CO
24T BRUNCH CLUB INC (Not 2 4 T BRUNCH CLUB INC)
4 PENNIES INC

2 4 T BRUNCH CLUB INC *INCORRECT* (Spacing between characters)
2 GUYS CO
4 PENNIES INC

- 6) Roman numerals: For purposes of alphabetizing/sorting, Roman numerals should be considered as alphabetic characters and not numbers. A Roman number should be considered as an alphabetical word.

Example: Name provided: VIII Division Survivors Fund
VIDEOFONICS INC
VIII DIVISION SURVIVORS FUND
VINYL WHOLESALE SUPPLY CO

8 BALL INC
8 DIVISION SURVIVORS FUND *INCORRECT* (Roman numeral converted)
99 WAYS INC

EIGHT AND FIVE INC

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EIGHT DIVISION SURVIVORS FUND *INCORRECT* (Roman numeral converted)
EILER INSTITUTE INC

- d) Non-human names containing Mount, Mt, Saint or St should not be converted into their abbreviated or full form. Such words should be entered into the automated index as they appear in the source document but without periods or other punctuation.

Example: Name provided: Mount Olive Baptist Church
MOUNT OLIVE APPLIANCE INC
MOUNT OLIVE BAPTIST CHURCH
MOUNT OLIVE RADIO SUPPLY

MT HERMAN METHODIST CHURCH
MT OLIVE BAPTIST CHURCH *INCORRECT* (Full word abbreviated)
MT PLEASANT BAPTIST CHURCH

Name provided: St. Joseph Hospital
ST CROIX TANNING CENTRE INC
ST JOSEPH HOSPITAL
ST MARKS CHURCH

SAINT JAMES BAPTIST CHURCH
SAINT JOSEPH HOSPITAL *INCORRECT* (Converted to full word)
SAINT MATTHEW BAPTIST CHURCH

- e) *Initials, Letters, and Acronyms:*

- 1) When a non-human name contains a human last name and two (2) or more human given name initials, no space should separate an initial from another given name initial. A space should separate a single initial or a series of two (2) or more given name initials from a given name or the last name.

Example: Name provided: C C Magnum Inc
CATS MEOW CORP
CC MAGNUM INC
CEASE H CLYMER INC

C C MAGNUM INC *INCORRECT* (Spacing between initials)
CA JONES INC
CATS MEOW CORP

Name provided: A James Smith Inc
A CATS MEOW CORP
A JAMES SMITH INC
ABES AUTO INC

ABES AUTO INC
AJAMES SMITH INC *INCORRECT* (Incorrect spacing)
APPLE JUICE BUYERS INC

Name provided: Nat T Jones Inc
NANNIES UNLIMITED INC
NAT T JONES INC
NATURAL POWER INC

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NANNIES UNLIMITED INC
NAT TJONES INC *INCORRECT* (Incorrect spacing)
NATURAL POWER INC

- 2) When a non-human name contains a series of two (2) or more single characters (characters may be letters, abbreviations, symbols, or numerals), no space should separate the single characters until the series is broken by a word containing two or more characters. A word is defined as two or more characters that appear together without spaces. See Rule 6.05 e 3 for special rules for ampersand.

Example: Name provided: A & E Associates indexed as A&E ASSOCIATES

Name provided: A T & T indexed as AT&T

Name provided: N C S U Boosters Club Inc indexed as

NCSU BOOSTERS CLUB INC

NAZARETH HOUSE INC

NCSU BOOSTERS CLUB INC

NETWORKS INC

N C S U BOOSTERS CLUB INC *INCORRECT* (Spaces between letters)

NA JONES INC

NAMS WAREHOUSE CO

Name provided: Bar B Q House Inc

BABS PANCAKE HOUSE INC

BAR BQ HOUSE INC

BARBS HOUSE OF CURLS

BABS PANCAKE HOUSE INC

BAR B Q HOUSE INC

BARBS HOUSE OF CURLS

INCORRECT (Spaces between letters)

- 3) When a non-human name contains an ampersand that is not preceded and followed by single characters a space should appear before and after the ampersand.

Example: Name provided: Johnny C. & Others, Inc.

Index as: JOHNNY C & OTHERS INC

Name provided: 9 & Co. Index as: 9 & CO

Name provided: A & E Index as A&E (& is between single characters)

- 4) When a non-human name contains a single character and a number separated by a special character, the special character should be dropped and no space should separate the character from the number.

Example: Name provided: A-1 Auto Sales Inc

A1 AUTO SALES INC

AA ELECTROSTATIC CO

BOBS AUTO INC

A 1 AUTO SALES INC

A CUT ABOVE HAIR CARE INC

AA ELECTROSTATIC CO

INCORRECT (Space between A and 1)

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Name provided: A/1 And A/2 Dance Studio Inc
A1 AND A2 DANCE STUDIO INC
AA ELECTROSTATIC CO
BOBS AUTO INC

A 1 AND A 2 DANCE STUDIO INC *INCORRECT* (Space between characters)
A DOGS LIFE RESORT INC
AA ELECTROSTATIC CO

- 5) When a non-human name contains or is an acronym containing single letters, no space should separate the letters in the acronym.

Example: Name provided: N A T O Suppliers Inc
NANNIES UNLIMITED INC
NATO SUPPLIERS INC
NATURAL POWER INC

N A T O SUPPLIERS INC *INCORRECT* (Space between characters)
NA SMITH INC
NABISCO INC

Name provided: CAT Inc
CASTON MOTOR COMPANY INC
CAT INC
CATAWBA TIMBER CO

CAMDEN INVESTMENT INC
CAMERON AVIATION TECHNOLOGY INC *INCORRECT* (Acronym spelled out)
CAMP OMNI INC

- 6) Initials appearing in an appendage to a non-human name which indicate the type of firm or organization (L.P., L.L.C., L.C., N.A., F.S.B., etc.), with or without the periods between the initials, should be joined together without spaces and periods, but will be separated by a space from words in the major part of the non-human name. Notwithstanding Rule 2) above, even when the major part of the non-human name is a string of initials the appendage should still be separated.

Example: Name provide: C.O. C., L. L. C.
COBB ANTHONY J
COC LLC
COCHRAN VERGIL D

- f) *Punctuation:* Punctuation such as hyphen, apostrophe, comma, colon, semi-colon, parentheses, quotation marks, brackets, or period should not be used for non-human names.
- 1) When a non-human name contains words separated by a comma, period, colon, or semi-colon the punctuation should be dropped.

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Example: Name provided: Jones, Smith, Ramsey, and Associates
JONES SMITH CONSTRUCTION CO
JONES SMITH RAMSEY AND ASSOCIATES
JONES TREE SERVICE INC

Name provided: R.O.A.R. Corporation
ROANOKE MEMORIAL HOSPITAL
ROAR CORPORATION
ROBARGE, HENRY J

R HILL CONSULTANTS
R O A R CORPORATION *INCORRECT* (see 6.05 e 2 and e 5)
RAAB JOHN B

Name provided: Bankers Trust : California
Indexed as BANKERS TRUST CALIFORNIA

- 2) When a non-human name contains an apostrophe, the apostrophe should be dropped. If the apostrophe is between two letters, no space should separate the letters.

Example: Name provided: Tom's Peanut Co
TOMPKINS ASSOC INC
TOMS PEANUT CO
TONS OF FUN CO

- 3) When a non-human name, not covered by 6.05 e 4, contains two words separated by punctuation such as a hyphen (-) or a slash (/), the punctuation should be dropped. A space should separate the two words.

Example: Name provided: Jones-Smith Construction Co
JONES INSURANCE CO
JONES SMITH CONSTRUCTION CO
JONES TREE SERVICE INC

JONES TREE SERVICE INC
JONESSMITH CONSTRUCTION CO *INCORRECT* (Incorrect spacing)
JONFEL CORP

Name provided: Barclays/American Mortgage Corp
BARCALOUNGER SALES INC
BARCLAYS AMERICAN MORTGAGE CORP
BARHAM CONSTRUCTION CO

BARCALOUNGER SALES INC
BARCLAYSAMERICAN MORTGAGE CORP *INCORRECT* (Incorrect Spacing)
BARHAM CONSTRUCTION CO

- 4) Quotation marks, brackets, and parentheses should be dropped from non-human names.

Example: Name provided: Nationsbank (Vermont)
Indexed as NATIONSBANK VERMONT

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g) *Human Name Prefixes:*

- 1) When a non-human name contains a human last name with a separately written prefix (e.g., Van Pell Shoes Inc.), the prefix and the last name should each be considered as a separate word.

Example: Name provided: Van Pell Shoes Inc

VALLEY FORGE CORP
VAN PELL SHOES INC
VANTAGE PROPERTIES INC

VALLEY FORGE CORP
VANPELL SHOES INC
VANTAGE PROPERTIES INC

INCORRECT (Space removed)

Name provided: Mac Donald Tire Co

MABRY SUPPLY
MAC DONALD TIRE CO
MACATEE RADIO
MACEDA CAFE

MABRY SUPPLY
MACATEE RADIO
MACDONALD TIRE CO
MACEDA CAFE

INCORRECT (Space removed)

- 2) When a non-human name contains a human last name with a prefix written as part of the last name (e.g., LaVopa Supply Co.), the prefix/last name should be considered as one word.

Example: Name provided: LaVopa Supply Co.

LAVINDERS INC
LAVOPA SUPPLY CO
LAWN BARBER INC

LA SMITH INC
LA VOPA SUPPLY CO
LACOCK SHOE INC

INCORRECT (Space inserted)

Name provided: MacDonald Tool Co

MABRY SUPPLY
MACATEE PILINGS
MACDONALD TOOL CO
MACEDA CAFE

MABRY SUPPLY
MAC DONALD TOOL CO
MACATEE PILINGS
MACEDA CAFE

INCORRECT (Space inserted)

h) *Symbols:*

- 1) The following characters and symbols should be used for indexing and sorting non-human names:

English alphabet letters (capitals only)

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Arabic numerals
& (for the word "and")
/ (for fractions and dates)

If a non-human name contains a character or symbol not listed above, the symbol should be dropped.

Example: Name provided: 360° Communications
Index as: 360 COMMUNICATIONS

Name provided: 7½ % Solution Co. (see Rule 6.05 c 3 for similar example)
Index as: 7 1/2 SOLUTION CO

Note: Fractions should not be represented by a lone special character, e.g. ½.

- 2) Non-human names that contain symbols should be indexed without the special characters and might thereby lose their unique identity in the index.

Example: Names provided: TGIF! and TGIF?: In the unlikely event that two different such firms exist, both will appear as TGIF in the index. The record searcher will have to look at the source documents to sort out one from the other.

APPENDIX A

DEFINITIONS

Human names

For indexing purposes human names are names of individual human beings. Human names are not associated with or used in the names of businesses or other entities.

Examples:

JOHNSON K B
SMITH JOHN W
SMITH ROBERT W EST
SMITH WILLIAM B

Non-human names

Non-Human names are names of corporations, partnerships, limited partnerships, general partnerships, proprietorships, other entities such as but not limited to, government agencies, churches, schools, charitable organizations, etc.

Examples:

JOHN W SMITH IRREVOCABLE TRUST
KB JOHNSON OIL CO INC

When the indexer can not determine whether a name is a human or non-human name, the name should be indexed as a human name and should also be indexed as a non-human name.

APPENDIX B

**PROPERTY AND INSTRUMENT DESCRIPTION
PROPERTY ABBREVIATIONS**

<u>Word</u>	<u>Abbreviation</u>
Acre	AC
And	&
Avenue	AVE
Block	BLK
Book	BK
Boulevard	BLVD
Building	BLDG
Circle	CIR
Company	CO
Condominium	CONDO
County	CNTY
Court	CT
Development	DEV
Division	DIV
Easement	ESMT
East	E
Estate	EST
Extension	EXT
Heights	HGTS
Highway	HWY
Lane	LN
Mount	MT
Mountain	MTN
North	N
Number	#
Part	PT
Phase	PH
Place	PL
Property	PROP
Right of Way	ROW
Route	RT
Road	RD
Section	SEC
South	S
Square Feet	SQFT
Street	ST
Terrace	TERR
West	W

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INSTRUMENT TYPE ABBREVIATIONS

FINANCING STATEMENTS

<u>Word</u>	<u>Abbreviation</u>
Amendment	AMEND
Assignment	ASSIGN
Continuation	CONT
Original	ORIG
Other	OTHER
Partial Release	PART
Termination	TERM

JUDGMENTS

<u>Word</u>	<u>Abbreviation</u>
Judgments	JD

LAND RECORDS

<u>Word</u>	<u>Abbreviation</u>
Affidavit	AF
Agreement	AGMT
Amendment	AMEND
Assignment	ASSIGN
Certificate	CERT
Contract	CONT
Correction	COR
Declaration	DECL
Dedication	DED
Deed	DEED
Deed of Trust	DOT
Easement-Right of Way	ESMT
Grant	GRANT
Homestead	HMSTD
Lease	LEASE
Lien	LIEN
Notice	NOTICE
Option	OPTION
Order-Decree	ORDER
Other	OTHER
Power of Attorney	PA
Permit	PERMIT
Plat-Map	PLAT
Partial Release	PREL
Release	REL
Restrictions	RESTR
Revocation	REVOC

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Subordination	SUBDN
Substitution of Trustee	SUB TR

MARRIAGE/ CIVIL UNION LICENSE

<u>Word</u>	<u>Abbreviation</u>
Marriage License	ML
Civil Union License	CUL

WILLS AND ESTATES

<u>Word</u>	<u>Abbreviation</u>
Affidavit	AF
Affidavit of Notice	AFN
Bond	BOND
Claim	CLAIM
Disclaimer	DISC
Inventory	INV
List of Heirs	LH
Other	OTHER
Settlement	SETTLE
Will	WILL

APPENDIX C

TRUSTEE AND OTHER DESIGNATED STATUS ABBREVIATIONS

<u>Title</u>	<u>Abbreviation</u>
Administrator	ADMN
Administratrix	ADMN
Commissioner	COMR
Co-Executor	EXOR
Co-Trustee	TR
Custodian	CUST
Deceased	DECD
Estate	EST
Executor	EXOR
Executrix	EXOR
Guardian	GDN
Partner	PTNR
Receiver	RCVR
Special Commissioner	SP COMR
Substitute Trustee	SUB TR
Successor Trustee	SUC TR
Trustee	TR

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