

Utah Recording and Processing Standards	<b>Number:</b>	Processing - 5
	<b>Version:</b>	1
	<b>Effective:</b>	
	<b>Pages:</b>	5

## 1. Title

Indexing Property Records in the County Recorder’s Offices.

**2. Standard Procedure** This paper focuses primarily on the manual procedures and data structures deemed necessary to achieve the desired consistency in the database elements across any Land Records Management System (LMRS).

**2.1 It is recommended that upper case letters be used throughout indexing.** Most LMRS convert lowercase to uppercase. Most recording jurisdictions now have unlimited or 100+ character field length for the party name field, so do not abbreviate, unless the abbreviation is on the document.

**2.1.1 Index Corrections:** Make corrections to the index whenever and wherever necessary. Internally within the LRMS, incorrect data should never be deleted from the index: rather an additional index entry with the correct information should be added, if the system allows. Strive to make the index consistent and accessible over time. Provide notice in the private comments/notes section indicating where, when, and why changes occurred. When the grantor of the document and the signature do not match exactly, then both name variations should be indexed. Example: Trustees of a Trust signing out as an individual and the Trustee of the Trust.

**2.2 Indexing Misspelled Names:** Indexing should be exactly as it is shown on the document, if it is spelled wrong on the document it will be spelled wrong in the index. If possible note that the document is indexed as presented or [SIC] = Spelling is as written (sic erat scriptum) “thus it had been written” on the original document. If it is not clear what the spelling is on the document [SIU] = Spelling is Unclear on the original document. (This could be due to font or multiple spellings on the document)

**2.3 Indexing of deeds and other instruments:** UCA 17-21-9: Deeds and other instruments affecting real estate made by a United States marshal, a sheriff, master in chancery, special commissioner, executor, administrator, guardian, trustee, or other person acting in behalf of another shall be indexed in the name of the person whose land is sold or affected as grantor.

**2.4 Arabic numbers:** should stay the same (e.g. 1, 2, 3, 4, 10)

**Roman numbers:** should stay numerals (e.g. I, II, III, IV, X)

**Generational suffix titles:** do add them: (e.g. Sr., Jr., III)

**Capacity titles:** do add them: (Trustee, Personal Representative, etc).

**Prefix titles on names:** do not add them (e.g. Mr, Mrs, Dr, etc)

**Honorary/professional titles:** do not add them (The Honorable, Reverend, Colonel, MD, CPA, PhD).

**2.5 Punctuation:** ( ‘ , . - /)

It is recommended to drop the punctuation when indexing. The exception to this would be when a property is in the name of a (.com) company (e.g. homes.com). Once you drop the punctuation it is recommended to remove the space of the punctuation (e.g. K.L.C. LLC to KLC LLC).

**2.6 Special characters** such as: (@, #, \$, &.)

If allowed by your LRMS software, it is recommended to use the special characters in the name when indexing.

Utah Recording and Processing Standards	<b>Number:</b>	Processing - 5
	<b>Version:</b>	1
	<b>Effective:</b>	
	<b>Pages:</b>	5

**2.7 Index trustees,** it is common to index trustees before the trust, which is how they appear on most deeds. It is okay to abbreviate the date of the Trust, (e.g. March 17, 2023 to 3/17/2023).

**2.8 Related and Examples:** Indexing Last Name Prefixes, International, and Compound Names, suggested indexing:

**Mary Der Kegan,**

DER KEGIAN MARY  
KEGAIN MARY DER  
DERKEGIAN MARY

**R Margaret Watts (Barber)**

WATTS R MARGARET BARBER  
BARBER R MARGARET WATTS  
WATTS BARBER R MARGARET

**Diane de la Varga:**

DE LA VARGA DIANE  
VARGA DIANE DE LA  
DELA VARGA DIANE

**William Samuel Jones III**

JONES WILLIAM SAMUEL III

**2.9 Indexing “Also Known As” or “Formerly Known As” Names (a/k/a and f/k/a):**

**Mary Smith Brown a/k/a Mary Smith**

BROWN MARY SMITH  
SMITH MARY  
SMITH BROWN MARY

**2.10 Individual’s Name Abbreviated:** Index as presented. When back indexing historical records, it may be necessary to look at how the document was signed and then index additional entries, as noted below.

Names on Document	Index Entry
Chas. Jackson	JACKSON CHAS JACKSON CHARLES
Wm. Gardner	GARDNER WM GARDNER WILLIAM
Jos Brown	BROWN JOS BROWN JOSEPH

**2.11 Cross Indexing:** refers to the practice of indexing names or companies.

**Cross Referencing:** is the practice of tying the documents together with Entry #, Book, Page, or legal description. (e.g. Reconveyance to Deed of Trust)

**2.12 Indexing PIN/Tax Identification Number** = Parcel Identification Numbers (PIN), is a unique number that may have other names such as an Assessor’s Identification Number (AIN) or an Assessor’s Parcel Number (APN). The PIN is often referenced in property records and is one of the unique identifiers for a specific property. In Utah Code 17-21-20 (4)(a) it states; “To facilitate the

<b>Utah Recording and Processing Standards</b>	<b>Number:</b>	Processing - 5
	<b>Version:</b>	1
	<b>Effective:</b>	
	<b>Pages:</b>	5

abstracting of an instrument to which a tax identification number is assigned, a county recorder may require that the applicable tax identification number of each parcel described in the instrument be noted on the instrument before the county recorder accepts the instrument for recording.”

If a child parcel has been created and they have used the parent parcel number State Code allows for the recorder to update the parcel number to the new child parcel number Utah Code 17-21-17 (2)(b) Utah Code 17-21-20 (4) (b)(iii) states an error in the parcel number does not affect the validity of the instrument or effectiveness of the recording

**2.13 Indexing Secondary Water Rights:** Utah Code 17-21-6 (1)(l)keep an index of water right numbers that are included on an instrument recorded on or after May 13, 2014, showing the date and time of recording, the book and the page or the entry number, and the kind of instrument.

**2.14 United States Postal Services:** When indexing the Grantee(s) address you must adhere to the USPS Addressing Standards in order for the Tax Notices to be mailed without hindrance. The standards can be found on the USPS.COM website.  
Addressing streets: North = N, South=S, Street= ST, Avenue= Ave, etc.

**3. Other Names:** Other names appearing on the document that are not on the grantor or grantee lines, are not required to be indexed, but it is optional.

**3.1 Witnesses:** Signers of the document not listed as a grantor, but as a witness to the transaction other than the notary such as attestment or other witness is not required to be indexed, but it is optional.

**3.2 Extra Names:** such as a spouse signing for a Deed of Trust when they are not identified in the document as a Trustor, individuals signing on behalf of a company but the company is not listed as a trustor, see example on last page, Utah Code 17-21-6 (1)(b)(c) states we index the grantor and grantee.

**3.3 Indexing Notary Information:** At this time we do not need to index the notary information. However indexing notary information may be a possibility in the future to help track fraudulent documents.

## 4. Approvals

Group	Approval	Date
Utah Association of County Recorders		
Utah Land Title Association Board		

## References

Utah Code 17-21-6, PRIA White Paper, 18 Filing Rules for Proper Alphabetizing, <http://www.filemate.com>, USPS Street Suffix Abbreviations.

UCA 17-21-6 Indexes

UCA 17-21-9 - Index in behalf of others

UCA 17-21-20 - Tax ID numbers

UCA 17-21-25 - Signers names printed

<h1>Utah Recording and Processing Standards</h1>	<b>Number:</b>	Processing - 5
	<b>Version:</b>	1
	<b>Effective:</b>	
	<b>Pages:</b>	5

**First Page:**

WHEN RECORDED MAIL TO:  
 Tracy Crane and Joni Lynn Crane, Trustees  
 964 N. Via del Norte  
 Washington, Utah 84780

Pioneer File No.. 116640

Entry 2023005100  
 Book 1834 Pages 797-803 \$40.00  
 26-SEP-23 02:49  
 BRENDA MCDONALD  
 RECORDER, UINTAH COUNTY, UTAH  
 PIONEER TITLE  
 1188 W 10400 S SOUTH JORDAN UT 8409  
 Rec By: DANA BROWN , DEPUTY

Entry 2023005100  
 Book 1834 Page 797

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**TRUST DEED  
 With Assignment of Rents  
 (Due on Sale)**

THIS TRUST DEED, made this 26 day of September, 2023, between Joseph Ipson and Libby Ipson, as TRUSTOR, whose address is 4910 N Dry Fork Canyon Road, Vernal, Utah 84078; PIONEER TITLE INSURANCE AGENCY, LC, as TRUSTEE, and Tracy Crane and Joni Lynn Crane, Trustees, and their successors in trust of the Tracy and Joni Crane Revocable Living Trust, dated October 17, 2022, as BENEFICIARY, whose address is 964 N. Via del Norte, Washington, Utah 84780 .

**Last page:**

OPI Properties, LLC, a Utah limited liability company

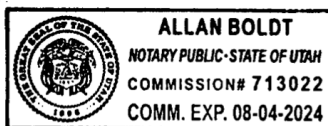
By: Joseph Ipson, Member/Manager

By: Libby Ipson, Member/Manager

STATE OF UTAH )  
 : ss.  
 COUNTY OF UINTAH )

On this 26 day of September, 2023, before me, Allan Boldt, a notary public, personally appeared, Joseph Ipson and Libby Ipson the Members/Managers of OPI Properties, LLC, a Utah limited liability company, proved on the basis of satisfactory evidence to be the person(s) whose name is subscribed to this instrument, and acknowledged he executed the same.

Witness my hand and official seal.



Allan Boldt  
 NOTARY PUBLIC

Utah Recording and Processing Standards	Number:	Processing - 5
	Version:	1
	Effective:	
	Pages:	5

After Recording Return To:  
PNC Bank, N.A.  
ATTN: Post Closing/Final  
Documentation  
P. O. Box 8800  
Dayton, OH 45401-8800  
(800) 822-5626

**Ent: 468715 B: 1569 P: 0707**  
Chad Montgomery Box Elder County Utah Recorder  
11/01/2023 08:02 AM Fee \$40.00 Page 1 of 7  
For VISIONET SYSTEMS  
Electronically Recorded By SIMPLIFILE LC E-RECORDING

Prepared By:  
Beltus Dayebga  
PNC Bank, N.A.  
P. O. Box 8800  
Dayton, OH 45401-8800  
(800) 822-5626

Tax Serial Number 06-119-0003

[Space Above This Line For Recording Data]

**Deed of Trust**  
(Line of Credit)

BODILY  
Loan #: xxxxxx6963  
PIN: 06-119-0003

THIS DEED OF TRUST, dated October 20, 2023, is between CORY L BODILY, Married Man; residing at 10975 W 12800 N, TREMONTON, UT 84337 the person or persons signing as "Grantor(s)" below and hereinafter referred to as "we" or "us" and Halliday, Watkins & Mann, P.C. as trustee and hereinafter referred to as the "Trustee," with an address at 8851 S. Sandy Pkwy Suite 200, Sandy, UT 84070 for the benefit of PNC Bank, National Association ("PNC Bank, N.A.") with an address at 222 Delaware Avenue, Wilmington, DE 19801 and hereinafter referred to as "you" or the "Beneficiary."

THIS DEED OF TRUST has been signed by each of us under seal on the date first above written.

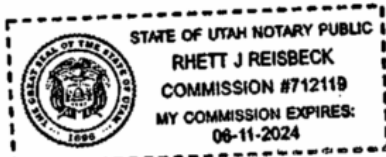
Cory L Bodily 10/20/23  
- GRANTOR - CORY L BODILY - DATE -

Katie Bodily 10/20/23  
- GRANTOR - KATIE BODILY - DATE -

State of UTAH

County of Box Elder

The foregoing instrument was acknowledged before me on 10/20/2023 by  
CORY L - BODILY  
KATIE BODILY



[Signature]  
Notary Public  
Residing at: South Weber, UT  
My Commission Expires: 6/11/24