

GIS UPI/PARCEL CERTIFICATION SUPPORT

If you need to search for a PIN, address, etc., you can search using several options on Lehigh County's Online Records Access at [PropertySearch - Lehigh County Access and Retrieval System](#)

Below are common errors and issues the GIS Division sees on documents submitted for certification. This is by no means an all-inclusive list of requirements. If you require further assistance, call GIS at 610-782-3443.

PINs & PARNUMs

1. PIN and parnum – The PIN is 12 digits and the parnum is one to five digits. The parnum can have leading zeroes, but if the PIN ends in a zero and you're using leading zeros in the parnum you must separate the PIN and parnum e.g., by a space or a dash.
 - ✓ 123456789100-001
 - ✓ 123456789100 001
 - ✗ 123456789100001
2. If you cite **PIN** or **UPI**, it must have the 12-digit PIN and the parnum. The old map, block and lot, which was used as a parcel ID in the past, can't be cited in lieu of the PIN/parnum.
3. For multiple PINs the format should be the same.
 - ✓ 123456789122-1 & 123456789133-1
 - ✗ 12345678912201 & 123456789133-1
4. Leading zeroes in the parnum are ok, trailing zeroes aren't.
 - ✓ 123456789122-0001
 - ✗ 123456789122-1000
5. If multiple PINs are being certified, and one is cited outside of the legal, you must cite them all together in the first instance they appear, e.g. page 1.
6. For a PIN with multiple parnums being certified, you must cite them all as PIN and parnum, not PIN and multiple parnums.
 - ✓ 123456789100-1, 123456789100-2
 - ✗ 123456789100-1 & 2
7. For declaration amendments using a 999 parnum no other PINs/parnums can be cited anywhere in the document.

ADDRESSES

1. The address on a document must match what the Lehigh County Assessment Office has. The only exception to this is a satisfaction piece or a statement addendum. These documents can cite an older/different address, *as long as* it matches what was on the mortgage or original statement.
2. If you want to include an older address, first cite the current Assessment address then the former address, e.g. 123 Main St, formerly known as 456 Main St. You may also say "fka" in lieu of "formerly known as".
3. Address ranges –
 - a. If an address range is cited, *it must* be the entire range.
 - b. A range doesn't have to be cited, but if only one number is, it must be within the range.Example: The parcel address is 123-129 Main St, according to the Lehigh County Assessment Office.
 - ✓ 123-129 Main St
 - ✓ 125 Main St
 - ✗ 123-125 Main St
4. When an address is cited with the county, if the city/town isn't the same as the municipality, a ZIP Code must be included so that it's clear that it's the mailing address. If the county isn't included, using the mailing addresses city/town is acceptable.
Example: 123 Main St is in South Whitehall Township, but the mailing address is Allentown.
 - ✓ 123 Main St, Allentown, Lehigh County, PA 18101

- ✓ 123 Main St, Allentown, PA 18101
- ✓ 123 Main St, South Whitehall, Lehigh County, PA
- ✗ 123 Main St, Allentown, Lehigh County, PA

LEGAL DESCRIPTIONS

1. All documents with a PIN require an address or a legal description (both may be included). If you don't include a legal description, you must cite the correct address. For the following documents you also need to include the municipality, county and state.
 - Mortgage
 - Deed
 - UCC financing statements
 - Declaration of Acquisition
2. A legal description can't include the description for a parcel *not* being certified if that land is owned by the person(s) who owns the PIN(s) being certified.

MISCELLANEOUS

1. The grantor on a deed must match the owner(s) on record in the Assessment Office. The *only* exception is a quitclaim deed.
2. The municipality is not necessarily the same as the town/city in the mailing address. For example, a parcel may have a mailing address of Allentown, but be in the municipality of South Whitehall Township.
3. If a plan/map is attached to a document, GIS needs to be able to identify the parcel(s) being certified on the plan/map. This means there needs to be a neighboring parcel, road name(s), or some other identifiable feature included.
4. If a PIN is cited on a power of attorney, you must also cite the address or include a legal description.
5. Satisfaction piece – If there's no legal description, the addresses of all PINs must be cited.