

PLYMOUTH COUNTY REGISTRY OF DEEDS

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To: All Persons Doing Business at the Plymouth County Registry of Deeds
From: John R. Buckley, Jr., Register
Michael P. Holden, Assistant Register
Re: Deed Indexing Standards – Multifunctional Documents/Multiple Documents
Date: January 3, 2011

The following memorandum first issued on December 22, 2005. Since that time, the indexing standards relating to multifunctional documents and multiple documents have not been consistently enforced. Please note: **Effective February 3, 2011, the Plymouth County Registry of Deeds will not record documents where the recording fees presented are not in accordance with the following standards.**

IMPORTANT NOTICE RELATING TO RECORDING FEES

The Deeds Indexing Standards for the Commonwealth of Massachusetts were amended effective January 1, 2006. Copies of the amended Indexing Standards are available at www.plymouthdeeds.org. The indexing standards are adopted statewide and apply in all Registries throughout Massachusetts. **I would particularly like to call your attention to the following provisions, which will require additional recording fees:**

MULTIFUNCTIONAL DOCUMENTS

“A document that accomplishes more than one function shall be treated as a multiple document. A separate recording fee will be charged and index entry made for each separate function accomplished by the document. For example, a single assignment that assigns different mortgages executed by different people on different properties to one assignee is a multifunctional document and would be charged a separate recording fee and have separate index entries made for each mortgage assigned.”

Another example would be a mortgage and subordination or any other “document that accomplishes more than one function” which could typically be served in separate stand-alone documents.

The indexing standards also address multiple documents attached as exhibits. Please see the following page.

MULTIPLE DOCUMENTS – ATTACHED AS EXHIBITS

“A document that is otherwise recordable on its own (or a [certified] photocopy of such a document) shall not be recorded as an attachment to another document but must be recorded separately. This rule does not apply to Affidavits filed in accordance with MGL chapter 183, section 5B.

Examples of document combinations that would be prohibited by this practice include:

- **Deed + 6D Certificate**
- **Deed + Trustee Certificate**
- **Deed + Vote**
- **Deed + Power of Attorney**
- **Deed + Death Certificate**
- **Mortgage + 6D Certificate**
- **Mortgage + Collateral Assignment of Rents & Leases**
- **Mortgage + Trustee Certificate**
- **Affidavit Re Estate Tax + Death Certificate**

The above list only illustrates frequent combinations. It is not an exhaustive inventory of all possible examples of this practice. The one exception to this rule involves a chapter 183, section 5B affidavit which is intended to allow information that will clarify the chain of title to be recorded. This type of affidavit is the appropriate method of attaching copies of documents that cannot be recorded on their own. The required attorney certification that the information is relevant provides a safeguard against this section being misused.”