



## Document Bulletin for Town of Glastonbury, CT

The Town of Glastonbury CT is now electronically recording documents through CSC. Available documents and required fields are listed in the attached table.

If this jurisdiction has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

### General Requirements for all documents:

- At least 3/4" inch blank margin required on sides and bottom and top of subsequent pages.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:00 am and 4:30 pm EST.
- Images must be submitted at 300dpi.

Document Type	Required Fields
<p><b><u>L3 Document Types:</u></b>  ASSIGNMENT  RECONVEYANCE  SATISFACTION</p>	<p><b><u>L3 Required Data:</u></b>  EXECUTION DATE  ORIGINAL MORTGAGEE  ORIGINAL MORTGAGOR  RETURN TO NAME, ADDRESS, PHONE, AND EMAIL  BOOK AND PAGE #  TOWN  SIGNER NAME AND TITLE  2 WITNESS SIGNERS  REQUESTED BY NAME/ADDRESS/PHONE/EMAIL  NOTARY NAME, STATE, COUNTY, COMMISSION  EXPIRATION</p>
<p><b><u>L2 Document Types:</u></b>  ACKNOWLEDGMENT  AFFIDAVIT  AGREEMENT  AGREEMENT FOR SALE  ALLONGE  *AMENDED DECREE  *AMENDED LIS PENDENS  *AMENDED RULES  *AMENDMENT  *AMENDMENT TO AGREEMENT  *AMENDMENT TO DECLARATION  *AMENDMENT TO JUDGMENT  APPOINTMENT  APPROVAL  ARTICLES OF ASSOCIATION  *ASSIGN OF MORTGAGE/JUDGMENT OF  FORECLOSURE  *ASSIGNMENT  *ASSIGNMENT &amp; ASSUMPTION OF LEASE  *ASSIGNMENT BLANKET MORTGAGE  ASSIGNMENT OF LEASES</p>	<p><b><u>L2 Required Index Data:</u></b>  Requested by Name/Address/Phone/Email  Grantor/Grantee  Property Address</p> <p>* Original Volume(Book) and Page</p>

ASSIGNMENT OF LEASES AND RENTALS  
ASSIGNMENT OF RENTS  
ATTACHMENT  
AWARD  
BILL OF SALE  
BOND FOR DEED  
BYLAWS  
\*CANCELLATION OF LEASE  
CAVEAT  
CERTIFICATE  
CERTIFICATE CONDO AGENT FOR SERVICE  
CERTIFICATE CONDO LIST OF OFF/INSUR  
CERT  
CERTIFICATE CONDO RESALE  
CERTIFICATE OF CONSERVATORSHIP  
CERTIFICATE OF CONVERSION  
CERTIFICATE OF DESCENT  
CERTIFICATE OF DEVISE  
CERTIFICATE OF DISTRIBUTION  
CERTIFICATE OF FORECLOSURE  
CERTIFICATE OF LIMITED PARTNERSHIP  
CERTIFICATE OF MERGER  
CERTIFICATE OF MORTGAGE  
CERTIFICATE OF NONATTACHMENT OF LIEN  
CERTIFICATE OF PARTNERSHIP  
CERTIFICATE OF TAKING  
CERTIFICATION  
CHANGE OF NAME CERT-CORPORATION  
CHANGE OF NAME CERT-INDIVIDUAL  
COLLATERAL/CONDITIONAL AST  
COMPENSATION STATEMENT  
COMPLIANCE  
CONDEMNATION  
CONSENT  
\*CONTINUATION FINANCING STATEMENT  
CONTRACT  
COVENANT  
CUSTODIAN'S DEED  
DECLARATION  
DECREE  
DEMOLITION LIEN  
DISCLAIMER  
DISSOLUTION  
DRAINAGE CONN CONCURRENCE  
EASEMENT TEMPORARY  
EXCAVATION AND FILL PERMIT  
\*EXTENSION OF LEASE  
FINANCIAL DISCLOSURE STATEMENT  
FINANCING STATMENT  
FORCLOSURE REGISTRATION FORM 1  
FORECLOSURE REGIST FORM 1 CHANGE  
FORCLOSURE REGISTRATION FORM 2  
FORECLOSURE REGIST FORM 2 CHANGE  
FORECLOSURE REGIST FORM 2 UPDATE  
GRANT  
GUARANTY  
HAZARDOUS DAM NOTIFICATION  
INDENTURE  
JUDGMENT  
JUDGMENT LIEN  
LEASE - UNDER 99 YEARS  
LETTER  
LIEN  
LIS PENDENS  
MASTER MORTGAGE

MECHANIC'S LIEN  
MEMORANDUM  
MERGER W/LND TRANS  
\*MODIFICATION AGREEMENT  
\*MODIFICATION OF LEASE  
\*MODIFICATION TO APPROVAL  
\*MODIFIED FINANCIAL STATEMENT  
MORTGAGE DEED  
MOTION  
NOTE  
NOTICE  
NOTICE/MEMO OF LEASE-UNDER 99 YEARS  
OPTION  
ORDER  
\*PARTIAL ASSIGNMENT  
\*PARTIAL DISCLAIMER  
\*PARTIAL RELEASE  
\*PARTIAL RELEASE OF CAVEAT  
\*PARTIAL RELEASE OF EASEMENT  
\*PARTIAL RELEASE OF LIEN  
\*PARTIAL RELEASE OF LISP  
\*PARTIAL REVOCATION  
\*PARTIAL SUBORDINATION  
PERMIT  
PETITION  
\*POSTPONEMENT OF MORTGAGE  
POWER OF ATTORNEY  
PROBATE CERTIFICATE  
PROCLAMATION  
\*RELEASE  
\*RELEASE OF ATTACHMENT  
\*RELEASE OF CAVEAT  
\*RELEASE OF EASEMENT  
\*RELEASE OF LEASE  
\*RELEASE OF LIENS  
\*RELEASE OF LIS PENDENS  
\*RELEASE OF SEWER/SEWER USE LIEN  
\*RELEASE OF TAX LIEN  
REPORT  
REPORT OF CORPORATION  
RESCISSION  
RESIGNATION  
RESOLUTION  
RESTRICTION  
REVOCATION  
RIDER  
RIGHT OF FIRST REFUSAL  
RIGHT OF WAY  
RULES  
SATISFACTION OF JUDGMENT  
SECURITY AGREEMENT  
SEVERANCE  
SEWER LIEN  
SPECIAL EXCEPTION  
SPECIAL PERMIT  
STATEMENT  
STATEMENT OF COMPENSATION  
STIPULATION  
STRICT FORECLOSURE  
\*SUBORDINATION AGREEMENT  
SUPPLEMENTAL JUDGMENT  
SURRENDER  
\*TAX LIEN AT COUNTER OR eRECORDED  
\*TERMINATION OF LEASE  
\*TERMINATION OF RFR

*TERMINATION OF TRUST *TERMINATION STATEMENT TRADE NAME CERTIFICATE *TRADE NAME CERTIFICATE CANCELLATION TRUST VARIANCE WAIVER *WITHDRAWAL	
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