



Document Bulletin for Town of Manchester, CT

The Town of Manchester 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 jurisdiction, 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 8:30 am and 5:00 pm EST.
- Images must be submitted at 300dpi.
- Conveyance documents and Maps cannot be e-recorded at this time.
- All Other Scanned documents fall into 1 of the 2 classifications available. Mortgages, Assignments, Subordinations, Releases, etc. fall under the LAND RECORD Doc Type.

Document Type	Required Fields
<p><u>L3 Document Types:</u> ASSIGNMENT RECONVEYANCE SATISFACTION</p>	<p><u>L3 Required Data:</u> 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 AND ADDRESS NOTARY NAME, STATE, COUNTY, COMMISSION EXPIRATION</p>
<p><u>L2 Document Types:</u> LAND RECORD(All docs other than Foreclosure) FORECLOSURE REGISTRATION</p>	<p><u>L2 Required Index Data:</u> No indexing Required</p>