



## Document Bulletin for Town of Southington, CT

The Town of Southington 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 all pages.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 9:00 am and 3:30 pm EST.
- Images must be submitted at 300dpi.
- Conveyance documents and Maps cannot be e-recorded at this time.

Document Type	Required Fields
<p><b><u>L3 Document Types:</u></b>            ASSIGNMENT            RECONVEYANCE            SATISFACTION</p> <p><b><u>L2 Document Types:</u></b>            AGREEMENTS            AMEND DECLAR            ASSIGN FINANCING STATEMENT            ASSIGN LEASE-RT            ASSIGN MORTGAGE            ASSUMPTION            ATTACHMENT            CHANGE OF NAME            CONT FINANCING STATEMENT            DECLAR            FINANCING STATEMENT            FORCLOSURE            JUDGMENT            JUDGMENT LIEN            LEASE            LIEN            LIEN - STATE            LIS PENDENS            MECHANICS LIEN            MERS GRANTOR ASGN&amp;REL - EXCEPTION            MERS GRANTOR&amp;GRANTEE - GENERAL            MISCELLANEOUS LAND            MORTGAGE</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 AND ADDRESS            NOTARY NAME, STATE, COUNTY, COMMISSION            EXPIRATION</p> <p><b><u>L2 Required Index Data:</u></b>            Grantor/Grantee</p>

MORTGAGE MODIFICATION PARTIAL RELEASE PARTIAL RELEASE MORTGAGE POWER OF ATTORNEY PROBATE PROBATE TAX CERT PROPERTY FORECLOSURE RELEASE RELEASE OF ATTACHMENT RELEASE OF JUDGMENT RELEASE OF JUDGMENT LIEN RELEASE OF LIEN RELEASE OF LIEN - STATE RELEASE OF LIS PENDENS RELEASE OF MECHANICS LIEN RELEASE OF MORTGAGE RELEASE OF SEWER LIEN RELEASE OF TAX LIEN-FEDERAL RELEASE OF TAX LIEN-LOCAL RELEASE OF TAX LIEN-STATE RELEASE OF WATER LIEN REMOVAL STATEMENT SATISFACTION OF JUDGMENT SEWER LIEN SPECIAL EXCEPTION SUBORDINATION TAX LIEN - FEDERAL TAX LIEN - LOCAL TAX LIEN - STATE TERMINATION OF FINANCING STATEMENT TERMINATION OF FUTURE ADVANCES VARIANCE WATER LIEN	
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