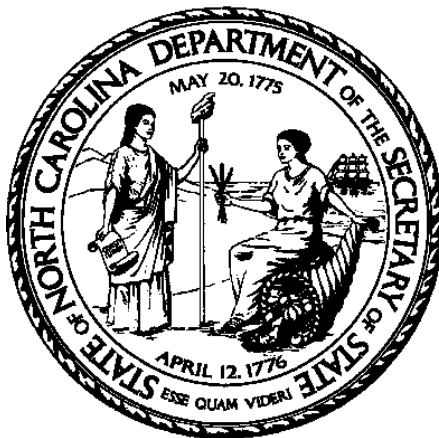


NORTH CAROLINA ASSOCIATION OF REGISTER OF DEEDS

MINIMUM STANDARDS FOR INDEXING REAL PROPERTY INSTRUMENTS



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1. POSTED INDEX RULES

1.01 Posting of Indexing Rules.

Indexing rules shall be posted in at least two prominent places in the register of deeds' office and shall also be placed near the index books or in user manuals in offices using automated indexing systems.

Included in these rules shall be, at a minimum,:

- a. the standards used for indexing documents and maps;
- b. the non-human name abbreviation index;
- c. the format for the chosen options as provided in the indexing standards as follows:
 1. placement or deletion of "The" in non-human names (Rule 5.02);
 2. listing of all additional index sections, set outs, or groupings (Rule 2.02);
 3. use of a consolidated document book (Rule 2.04);
 4. a list of the words always abbreviated in non-human names (Rule 5.05(b));
 5. use of terms that identify additional names references (Rule 3.02(b));
 6. the order for printing reverse party (Rule 7.04(d));
 7. method used for indicating designated status and whether it will appear in the Directory of Names as an extension of a non-human name (Rule 7.02);
 8. printing of the designated spouse (Rule 7.03);
 9. a list of all document type abbreviations;
and
 10. Directory of Names, if used (Rule 2.03).
- d. an office layout showing the location of various types of documents and indexes;
- e. the procedures for using the various types of public use machines and equipment in the office;
- f. all existing, previous indexing rules and the time periods that the rules were used; and
- g. a statement that partnerships under the Uniform Partnership Act are indexed only in the name of the partnership and in the name of each of the general partners.

2. CONSOLIDATED INDEX

2.01 Consolidated Real Property Index.

a. The register of deeds shall maintain a single index of all documents and instruments related to real property. Such an index shall be known as the "Consolidated Real Property Index" and shall be subdivided into an index for grantors and an index for grantees. Grantor and grantee indexes shall contain separate sections for human and non-human names. Documents and instruments in the Consolidated Real Property Index shall include:

1. "Traditional" Real Property
 - Deed and Deed of Trust
 - Registration of land titles
 - Property mortgaged for official bond
 - Licenses for radioactive waste disposal facilities
 - Permits for landfills and hazardous waste disposal sites
 - Location of abandoned and inactive waste sites
 - Will renunciation of Real Property
 - Assessments of water and sewer authorities
 - Historic properties ordinance
 - Notice of Proximity to qualified farmland
 - Request for notice of default and sale
 - Notice of interest in land
 - Notice of underground utilities
 - Condominiums declaration
 - Protected mountain ridges
 - Condominium plans
 - Mortgages and deeds of trust filed as fixture filings
 - Certificate of corporate merger or consolidation
 - Bankruptcy records
2. UCC's
 - UCC's affecting real property
3. Corporate
 - Corporate charter and amendments
 - Limited partnerships
 - Assumed-name certificates
4. Maps, Plats, and Condominium Plans

Note: The above list is meant to be illustrative only and not inclusive.

- b. Instruments affecting real property shall be indexed in the Consolidated Real Property Index, and instruments affecting personal property shall be indexed in the appropriate personal property indexes. Instruments affecting both real and personal property shall be indexed in both the Consolidated Real Property Index and the personal property index.
- c. Names in the Consolidated Real Property Index shall be indexed in a telephone-type listing, i.e., continuous alphabetical listing. The alphabetical subsections indexing system (e.g. pages for Ba, Bi, Bl, etc.) and/or "Family" index system (e.g., pages for Smith, Jones, Black, etc.) shall not be used for the Consolidated Real Property Index.

2.02 Additional Sections and Set Outs.

Each name in the Consolidated Real Property Index shall be indexed alphabetically. Additionally, a name may be placed into additional index sections, set outs, or groupings in the Consolidated Real Property Index for items such as churches, lodges, banks, cemeteries, fraternities, schools, ordinances, veteran organizations, "The Public", "To Whom It May Concern, etc.; a name may only be placed in an additional section, set out, or grouping in addition to rather than in lieu of the name being indexed alphabetically. The indexing rules (see 1.01) shall note the additional sections, set outs, or groupings that are used in the Consolidated Real Property Index. (See Rule 5.09(b.) for required setouts for "Symbols.)

- a. A name placed into an additional section, set out, grouping shall be indexed under "[section, set out, or grouping heading]-[indexed name]"; no space shall separate the asterisk (*) from the section, set out, or grouping heading, and a space shall separate the indexed name from the asterisk.
- b. The "[section, set out, grouping] heading shall be indexed alphabetically in the Consolidated Real Property Index.
- c. If additional sections, set outs, groupings are used in the Consolidated Real Property Index, all names which meet the conditions of the section, set out, grouping must be placed in the section, set out, grouping.

Example:

Name - Cemetery of St Pauls Church

CELTRONICS INC
CEMETERIES AND MORTICIANS SUPPLY INC
CEMETERY OF ST PAULS CHURCH

CEMETERY* CAROLINA BIBLICAL GARDENS OF RALEIGH
CEMETERY* CEMETERY OF ST PAULS CHURCH
CEMETERY* RALEIGH MEMORIAL GARDEN

CELTRONICS INC
CEMETERIES AND MORTICIANS SUPPLY INC
CEMETERY* CAROLINA BIBLICAL GARDENS OF RALEIGH
CEMETERY* CEMETERY OF ST PAULS CHURCH INCORRECT
CEMETERY* RALEIGH MEMORIAL GARDEN (Name not
CEMPLEX BUILDING SERVICES INC alphabetized
individually)

2.03 Directory of Names.

- a. The Consolidated Real Property Index may also contain a directory of all human surnames and non-human names contained in the grantor index and a directory of all human surnames and non-human names contained in the grantee index. Each directory may be combined with human and non-human names or may contain separate directories for human and non-human names. If separate directories are used, the human name directory shall contain only human surnames and the non-human name directory shall contain only non-human names. If you are unsure whether the indexed party is a human or non-human name, index the name twice - once as a human name and again as a non-human name.

Examples:

<u>Human Name Directory</u>		<u>Non-Human Name Directory</u>	
<u>Name</u>	<u>Page</u>	<u>Name</u>	<u>Page</u>
SMITH		SMITH AUTO SUPPLY CO	
SMITHDEAL		SMITH BARNEY INVESTORS	
SMITHSON		SMITH FINANCIAL ASSN	
<u>Name</u>		<u>Name</u>	
SAINTJAMES		SAINT JAMES CHURCH	
SAINTJOHN		SAINT THOMAS HOSPICE	
SAINTTHOMAS		SAINTJAIMES RESTAURANT	

- b. The beginning page number or location of the name in the printed Consolidated Real Property Index may also be shown in the Directory of Names.

2.04 Consolidated Document Book.

The register of deeds may maintain a consolidated document book(s) containing all documents and instruments related to real property, except for maps and plats, highway right-of-way plans, condominiums, and UCC's. If a consolidated document book is used, there shall not be separate document books for specific documents such as deeds, deeds of trust, corporations, etc.

3. INDEXING PROCEDURES

3.01 Indexing Procedures for Spelling Variations and Illegibility.

When instruments contain spelling variations between the typed or printed portions and signatures, partially illegible signatures, or information in the typed or printed portion not given by the signatures, the following procedures shall govern the indexing:

- a. When each word of the signature is legible and it gives the complete name of the party, the signature shall govern.
- b. When the signature is legible but initials or abbreviations are used, any additional information given by the printed or typed name and not in conflict with the signature shall govern.
- c. When none of the words in the signature are legible, the printed or typed name shall govern.
- d. When one or more of the words in the signature are legible, then the words that are legible shall govern; the words that appear in the printed or typed name shall govern over the words of the signature that are not legible.
- e. When the spelling of any word in a legible signature and the spelling of the corresponding word in the typed or printed name is at variance, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed under both spellings.
- f. When a reasonable interpretation of an illegible word in a signature is at variance with the corresponding word in a typed or printed name, and the variance would cause the entries to be made at different places in the index, then the instrument shall be indexed in both places.

3.02 Additional Name References.

- a. When the printed or typed portion of the signature block makes reference to an additional name through terms such as also known as, formerly, formerly known as, etc. or through the use of parentheses, both the name and the additional name reference shall be indexed.

Example:

Signature name - Jane Smith
 Typed name - Jane Smith (formerly Jane Simpson)

SMITH IVAN A
 SMITH JANE
 SMITH JOHN T
 ALSO
 SIMPSON AUSTON J
 SIMPSON JANE OR SIMPSON JANE/FKA
 SIMPSON MARK O

- b. Terms that identify additional name references in the document such as "also known as" (aka); formerly known as (fka); doing business as (dba); and others may be shown as an extension of the given name in a human name entry, and an extension of the corporate or business name in a non-human name entry in the same manner that designated status is shown (see Rule 7.02).

Example:

Name - Bar BQ House Inc.
 Signature block name - Bar BQ House of Cary Inc.
 (formerly Tom's Bar BQ Inc.)

BABS PANCAKE HOUSE INC
 BAR BQ HOUSE OF CARY INC
 BARBS HOUSE OF CURLS
 ALSO
 TOMPKINS ASSOC INC
 TOMS BAR BQ INC/FKA
 TONS OF FUN CO

- c. When terms that identify additional name reference and status exist for an indexed party, the status shall appear first after the last given name in a human name and after the corporate or business name in a non-human name.

Example:

Name: First Union Home Equity Corp
 FIRST UNION HOME EQUITY CORP/TR/DBA
 FIRST UNION MORTGAGE CORP
 FIRST UNITED METHODIST CHURCH

- d. When indexing estate names, the human name contained within the estate name shall be indexed as a human name with an extension depicting the estate status.

Example:

Name: The Estate of John Smith
 SMITH JOHN ESTATE OF
 OR
 SMITH JOHN/EST

- e. When indexing a person's name and that person is an heir, index as a human name with heir as a status after the last given name.

Example:

Name: John W. Davis, Heir
 DAVIS JOHN W/HEIR

3.03 Signature Convention.

The register of deeds shall assume that all signatures on a document are in the United States signature convention of given name(s) followed by surname.

3.04 Names of All Parties.

- a. The full name of each party to an instrument shall be indexed in the Consolidated Real Property Index, and the name of each party shall be entered into its proper alphabetical section or location of the Index. Only one name shall be listed for each entry in the Index. Automated indexing systems shall provide space for a minimum of 70 characters for human surnames and non-human names.

- b. Notations or abbreviations such as "et al.", "and others", "and wife", "et ux.", "and husband", etc. shall not be used in the Index.
- c. Except as listed below, all parties to an instrument shall be indexed. Note: A person can be a party to an instrument without signing the instrument.
 - 1. Exceptions:
 - (a) The name of a beneficiary of a deed of trust need not be indexed.
 - (b) Certificates filed pursuant to the Uniform Limited Partnership Act are to be indexed only in the names of the partnership and of the general partners rather than in the name of each limited partner.
 - (c) When an indexed party is a corporation or a limited liability company, the name of the corporation or the name of the limited liability company shall be indexed. The names of the officers or managers shall not be indexed.

3.05 Basic Alphabetizing Procedures.

- a. Alphabet - All entries shall use the English alphabet and shall be arranged alphabetically according to the order of the English alphabet. Umlauts, accents, dieresis and other diacritical marks in foreign languages shall not be used.
- b. Word by word - All entries shall be arranged word by word, alphabetizing character by character within the word. Alphabetizing shall begin with the first character of the first word and end with the last character of the last word. The principle of "nothing before something" shall be applied, considering the space between words a "nothing". Thus, a single letter or shorter word precedes a longer word beginning with the same letter or letters. When two or more entries begin with the same word, the entry will be arranged by the first different word.
Example:

AD VIDEO
 ADAM INSTRUMENT INC
 ADAMS BILT CO
 ADAMS BILT LOT CO
 ADVENT SPEAKERS INC

- c. Human Names - Human names shall be alphabetized on the basis of the surname followed by the given name(s).

Example:

SMITH JAMES
 SMITH JOHN
 SMITH JOHN E

 SMITH JOHN W
 SMYTH JOHN D
 SMYTH JOHN J
 SMYTH JOHN L
 SMYTH JOHN LAR

- d. Non-human Names - Non-human names shall be alphabetized on the basis of all words in the non-human name.

Example:

WINSTON ROOF AND PORCH CO
 WINSTON ROOF AND SIDING INC
 WINSTON ROOFING AND GUTTERING CO
 WINSTON ROOFING CO

- e. Numbers - Arabic numerals shall be used for numeric numbers. For the purposes of alphabetizing/sorting, a number consisting of one or more numerals shall be considered as a word.

Examples: 2 GUYS CO

23 STREET INC
 4 PENNIES INC
 40 THIEVES MARKET
 401 AMOCO FOOD MARKET
 4TH STREET OYSTER BAR INC

For purposes of alphabetizing/sorting, Roman numerals shall be considered as alphabetic characters and not numbers. A Roman number shall be considered as an alphabetical word.

Example:

Name - VIII Division Survivors Fund

VIDEOFONICS INC
 VIII DIVISION SURVIVORS FUND
 VINYL WHOLESALE SUPPLY CO

8 BALL INC
 8 DIVISION SURVIVORS FUND INCORRECT (Roman numeral converted)
 99 WAYS INC

EIGHT AND FIVE INC
 EIGHT DIVISION SURVIVORS FUND INCORRECT (Numeral converted)
 EILER INSTITUTE INC

3.06 Capital Letters.

All entries in the Consolidated Real Property Index shall be printed in capital letters.

Example:

SMITH JAMES
 SMITH JOHN
 SMITH JOHN E

Smith James
 Smith John ALL INCORRECT (Not in all capital letters)
 Smith John E

4. HUMAN NAMES

4.01 Surname.

For the purposes of alphabetizing, the surname shall be considered as one word, except for compound names as defined in Rule 4.01(c). If the surname on the document contains blank spaces, apostrophes, hyphens, etc., the blank spaces, apostrophes, hyphens, etc., shall be dropped and ignored in the indexing and alphabetization process.

- a. Prefix - A name with a prefix is one that begins with a separately written particle consisting of an article (e.g., La Crosse, L'Estrange), a preposition (e.g., De Morgan), a combination of a preposition and an article (e.g., Del Mar, Van der Veer), or a term which originally expressed relationship (e.g., Ap Richard, O'Brien), with or without a space, hyphen, or apostrophe between the prefix and the name. For alphabetizing and indexing, the prefix and the name shall be considered as one name and shall not contain blank spaces, apostrophes, etc.

Example:

Name - Anthony La Vopa

LAVOIE EDWARD
LAVOPA ANTHONY
LAW CHARLES

Name - Catherine O'Brien

OBREMSKI JAMES O
OBRIEN CATHERINE
OBRIST BARBARA

Name - Carl Van Cott

VANCO HELEN
VANCOTT CARL
VANCROFT WILLIAM A

VAN

COTT CARL INCORRECT (Indexed only on
JOHN prefix)
VANALSTINE
LAWRENCE

- b. M', Mc, Mac - Names beginning with the prefixes M', Mc, or Mac shall be arranged alphabetically according to the order of the alphabet and in the same manner as with any other name. No special section or location shall be developed for these prefixes.

Example:

Name - John Mac Donald

MABRY CARRIE R
MACATEE PAUL L
MACDONALD JOHN
MACEDA NILA

MABRY CARRIE R
MAC DONALD JOHN INCORRECT (Indexed only on
MACATEE PAUL L prefix)
MACEDA NILA

- c. Compound Surname - A compound surname is a name consisting of two or more separate words or names which are separated by a hyphen. Hyphens shall always be dropped from compound surnames and shall be replaced with a space. Compound surnames composed of more than one proper name with a hyphen shall also be indexed by the last name in the compound surname.

Example:

Name - Jane Smith-Simpson

SMITH YVONNE A
SMITH SIMPSON JANE
SMITHSON LISA C

ALSO

SIMPSON AUSTON J
SIMPSON JANE SMITH
SIMPSON MARK O

Note: Index the name twice if it is unclear whether the name is a hyphenated compound surname.

Example:

Name - Mc-Neil: MC NEIL

ALSO
MCNEIL

- d. If it is unknown or unclear if a name is the last given name or is part of a multi-name surname, the name may be treated as the last given name and also as a part of a multi-name surname.

Example:

Name - Johnny Mack Intosh

INTEMANN ALFRED W
INTOSH JOHNNY MACK
IORFIDO B L

ALSO

MACINTOSH JAMES A
MACKINTOSH JOHNNY
MACKO ROBERT L

4.02 Given Names.

Given names shall be listed in the order of first given name or initial, second given name (middle name) or initial, third given name or initial, etc. An initial shall be considered as a given name, and a space shall separate given names and initials that are given names. Commas shall not be used to separate given names. In a special circumstance, the title Mrs. may be considered as a given name (Rule 4.03).

Example:

Name - Robert M Stewart

STEWART R M
STEWART RICHARD M
STEWART ROBERT M
STEWART ROBERT MICHAEL

4.03 Titles.

All titles such as Reverend, Bishop, Dr., Major, Mr. Ms., Mrs, etc. shall be omitted from the listing. However, when a document or instrument contains the name of a female using only the title Mrs. and her surname (e.g., Mrs. Smith) or the title Mrs. and her husband's given name and surname, the title Mrs. shall be retained; in such a case, the title Mrs. shall be considered and alphabetized as the last given name.

Example:

Name - Mrs John Smith

SMITH JOHN
SMITH JOHN A
SMITH JOHN MRS
SMITH LEON
SMITH PAUL

SMITH JOHN
SMITH JOHN A
SMITH LEON
SMITH MRS JOHN INCORRECT (Indexed on title)
SMITH PAUL

Name - Mrs Smith

SMITH LEON
SMITH MRS
SMITH PAUL

Note: If the given name of an individual is "Major", "Captain", "Sarge", etc., this rule does not apply.

4.04 Suffix.

A suffix denoting lineage such as Junior, Jr., Sr., II, III, etc. shall be placed after the last given name. No comma shall be placed between the last given name and the suffix.

Example:

Name - William John Smith III

SMITH WILLIAM J
 SMITH WILLIAM JOHN II
 SMITH WILLIAM JOHN III
 SMITH WILLIAM MARK

4.05 Surname In Parentheses.

A human name containing a surname in parentheses before or after the surname [e.g., Jane Ann (Smith) Simpson, Jane Ann Simpson (Smith)] shall be indexed by the surname and also by the surname in parentheses. When indexing the surname, the surname in parentheses shall be considered and alphabetized as the last given name. When indexing the surname in parentheses, the surname shall be considered and alphabetized as the last given name.

Example:

Name - Jane Ann (Smith) Simpson

SMITH IVAN A
 SMITH JANE ANN SIMPSON
 SMITH JOHN T
ALSO
 SIMPSON AUSTON J
 SIMPSON JANE ANN SMITH
 SIMPSON MARK O

4.06 Professional Titles

Professional certifications or degrees showing a certain level or type of education such as CPA, DDS, and MD, shall be indexed as a human name. If it is unclear whether such document names are human or non-human, the names shall be indexed as a human name and a non-human name.

Example:

Name - John Smith, CPA
 SMITH JOHN (indexed as human name)
ALSO
 JOHN SMITH CPA (indexed as a business)

5. NON-HUMAN/CORPORATE NAMES

5.01 Alphabetizing.

Non-human and/or corporate entries shall be arranged word by word, alphabetized character by character, within the word(s). Alphabetizing shall begin with the first word of a non-human or corporate name, then go to the next word, etc., ending with the last character of a non-human or corporate name. A number, single letter, initial, or grouping of letters can be the first word of a non-human or corporate name.

5.02 "The"

Non-human and corporate names beginning with the article "The" shall not be indexed under the word "The". The first letter, number, special character, etc., immediately following the word "The" shall be used for indexing. When the first word is "The", the word "The" shall appear at the end of the entry or may be dropped.

Example:

Name - The Word Publishers Inc

WORD POWER INC
WORD PUBLISHERS INC THE
WORDPERFECT CORP

WORD POWER INC	<u>ALSO</u>
WORD PUBLISHERS INC	<u>CORRECT</u>
WORDPERFECT CORP	("The" not included in name)

5.03 Human Name/Initials.

The names or words in a non-human entry shall not be reversed even when the non-human entry contains a human name/initials.

Example:

Name - Carl Magnum Inc

CARL JONES INC
CARL MAGNUM INC
CATS MEOW CORP

MAGIC MAID INC	
MAGNUM CARL INC	<u>INCORRECT</u> (Human name portion reversed)
MAGNUM ELECTRIC CO	

5.04 Numbers.

- a. When the first word of a non-human name is a number and the number is spelled (e.g.) six), the number shall be treated as a word, indexed as it appears on the document, and placed in its normal alphabetical sequence.

Example:

Name - Five Points Inc

FIVE POINTS INC (Not 5 POINTS INC)

FIX IT RIGHT CO

2 GUYS INC

5 POINTS INC INCORRECT (Word converted to

5 STRIKE CO a numeral)

- b. When the first word of a non-human name is a number and the number is in numeric form (e.g., 6), the number shall be placed in alphanumeric character sequence in the index as it appears on the document.

Example:

Name - 2 Guys Inc

2 GALS INC

2 GUYS INC (Not TWO GUYS INC)

5 STRIKE CO

TWO GUYS INC INCORRECT (Numeral converted to word)

TYLER HOUSE INC

- c. When a non-human name contains a fraction in numeric form, the numerator and the denominator of the fraction shall be separated by a slash (/) with no space on either side of the slash. If a whole number is associated with the fraction, a space shall separate the whole number from the fraction.

Example: Name - 7 1/2 PERCENT SOLUTION CO

7 1/2 PERCENT SOLUTION CO

7 COME 11 INC

72 LUMBER CO

- d. When an ordinal number is in numeric form, a space shall not separate the numeral from the ordinal suffix.

Example: Name - 4TH STREET OYSTER BAR INC

(Not 4 TH STREET OYSTER BAR INC)

4 PENNIES INC

40 THIEVES MARKET

4TH STREET OYSTER BAR INC

- e. When a non-human name contains a series of two (2) or more single numerals, no space shall separate the single numerals;

the series of two (2) or more single numerals shall be combined until the series is broken by a word containing two or more letters or by a number containing two (2) or more numerals.

Examples:

Name - 1 2 3 Go Inc

1 WAY HOME INC
 123 GO INC (Not 1 2 3 GO INC)
 2 GUYS CO

1 2 3 GO INC INCORRECT (Spacing between
 1 WAY HOME INC characters)
 2 GUYS CO

Name - 2 4 T Brunch Club Inc

2 GUYS CO
 24T BRUNCH CLUB INC (Not 2 4 T BRUNCH CLUB INC)
 4 PENNIES INC

2 4 T BRUNCH CLUB INC INCORRECT (Spacing between
 2 GUYS CO characters)
 4 PENNIES INC

5.05 Abbreviations.

a. Governmental Area Abbreviations

1. US, USA, NC - The phrases "United States"; "United States of America"; or, "North Carolina" or "N. Carolina" contained in a non-government non-human name shall be abbreviated "US", "USA", or "NC" respectively.

Example:

United States = US
 United States of America = USA
 North Carolina = NC
 N. Carolina = NC

United States Knife Co = US KNIFE CO

2. Government Units or Areas in Non-government Non-human Names - The non-human abbreviation index (see 5.05 c.) shall contain a list of county and city/town/village names and the abbreviations to be used for those names. When a county or city/town/village name is placed in the non-human name abbreviation index, it shall be abbreviated whenever it is used in a non-human name.

Example:

New Hanover = NEW HAN
 Forsyth County = FORSYTH CNTY
 Transylvania County = TRANSYL COUNTY
 Kernersville = KVILLE
 Cary = CARY

- b. The following words may always be abbreviated unless the abbreviation falls as the first word of the non-human or corporate name:

<u>Word</u>	<u>Abbreviation</u>
Incorporated	Inc
Corporation	Corp
Company(ies)	Co
County	Cnty
Association	Assn
Department	Dept
Limited	Ltd
And	&
Partnership(s)	Ptnrp
Partner(s)	Ptnr
Associate(s)	Assoc
Savings and Loan	S&L
Mortgage	Mtg
Finance	Fin
Insurance	Ins
Bank and Trust	B&T
Condominium	Condo

The use or non-use of these abbreviations shall be consistent for all non-human or corporate names in the index and included in posted indexing rules.

Examples:

ASSOCIATION OF LAND SURVEYORS	
CONDOMINIUM ADVENTURES	<u>CORRECT</u>
FINANCE COMPANY OF AMERICA	

ASSN OF LAND SURVEYORS	
CONDO ADVENTURES	<u>ALL INCORRECT -</u>
FIN CO OF AMERICA	(Abbreviations used in the first word of non-human name.)

- c. In order to consistently abbreviate a non-human name in the same manner, the register of deeds shall develop a non-human name abbreviation index. The index shall contain non-human names and the standard method or format, including abbreviations, that the names will appear in the Consolidated Real Property Index. The register of deeds shall use the non-human name abbreviation index when indexing non-human names. The non-human name abbreviation index shall be a part of the indexing rules (see 1.01). If it is unclear that a non-human name on a document is the same name entered in the non-human name abbreviation index, the name shall be placed in the Consolidated Real Property Index as it appears on the document and it may also be placed in the Consolidated Real Property Index using the name in the non-human name abbreviation index.

Example:

Non-human name in abbreviation index - Myers Tobacco
 Products Company
 Standard format abbreviated name Myers Tobacco Prod Co
 Name on document Myers Tobacco Products of New York Inc

MYERS BODY SHOP INC (Unclear if document
 MYERS TOBACCO PROD CO name is standard format)
 MYERS TOBACCO PRODUCTS OF NEW YORK INC
 MYRICK CONSTRUCTION CO

- d. Non-human names containing Mount or Mt and Saint or St shall not be converted into their abbreviated or full form. Such words shall be indexed as they appear in the document.

Example:

Name - Mount Olive Baptist Church

MOUNT OLIVE APPLIANCE INC
 MOUNT OLIVE BAPTIST CHURCH
 MOUNT OLIVE RADIO SUPPLY

MT HERMAN METHODIST CHURCH
 MT OLIVE BAPTIST CHURCH INCORRECT (Full word
 MT PLEASANT BAPTIST CHURCH abbreviated)

Name - St Joseph Hospital

ST CROIX TANNING CENTRE INC
 ST JOSEPH HOSPITAL
 ST MARKS CHURCH

SAINT JAMES BAPTIST CHURCH
 SAINT JOSEPH HOSPITAL INCORRECT (Converted to full
 SAINT MATTHEW BAPTIST CHURCH word)

5.06 Initials, Letters, and Acronyms.

- a. When a non-human name contains a human surname and two (2) or more human given name initials, no space shall separate an initial from another given name initial. A space shall separate a single initial or a series of two (2) or more given name initials from a given name or the surname.

Example:

Name - C C Magnum Inc

CATS MEOW CORP
 CC MAGNUM INC
 CEASE H CLYMER INC

C C MAGNUM INC INCORRECT (Spacing between
 CA JONES INC initials)
 CATS MEOW CORP

Name - A James Smith Inc

A CATS MEOW CORP
A JAMES SMITH INC
ABES AUTO INC

ABES AUTO INC
AJAMES SMITH INC INCORRECT (Incorrect spacing)
APPLE JUICE BUYERS INC

Name - Nat T Jones Inc

NANNIES UNLIMITED INC
NAT T JONES INC
NATURAL POWER INC

NANNIES UNLIMITED INC
NAT TJONES INC INCORRECT (Incorrect spacing)
NATURAL POWER INC

- b. When a non-human name contains a series of two (2) or more single characters (characters may be letters, abbreviations, symbols, or numerals), no space shall separate the single characters until the series is broken by a word containing two or more characters. A word is defined as two or more characters that appear together without spaces. **See Rule 5.06 b. (1) for special rules for ampersand**

Examples:

Name - A & E Associates indexed as A&E ASSOCIATES

Name - A T & T indexed as AT&T

Name - N C S U Boosters Club Inc indexed as
NCSU BOOSTERS CLUB INC

NAZARETH HOUSE INC
NCSU BOOSTERS CLUB INC
NETWORKS INC

N C S U BOOSTERS CLUB INC INCORRECT (Spaces
NA JONES INC between letters)
NAMS WAREHOUSE CO

Name - Bar B Q House Inc

BABS PANCAKE HOUSE INC
BAR BQ HOUSE INC
BARBS HOUSE OF CURLS

BABS PANCAKE HOUSE INC
BAR B Q HOUSE INC INCORRECT (Spaces between
BARBS HOUSE OF CURLS letters)

History Note: Rule 5.06 b Language simplified effective January 1, 1997

- b.1 When a non-human name contains an ampersand that is not preceded **AND** followed by single characters a space shall appear before and after the ampersand.

Examples:

Name - Johnny C. & Others, Inc.
Indexed as
JOHNNY C & OTHERS INC

Name - 9 & Co. Indexed as 9 & CO

Name - A & E Indexed as A&E (& is between single characters)

History Note: Rule 5.06 b.1. Effective January 1, 1997

- c. When a non-human name contains a single character and a number separated by a hyphen or a slash, the hyphen or the slash shall be dropped and no space shall separate the character from the number.

Example:

Name - A-1 Auto Sales Inc

A1 AUTO SALES INC
AA ELECTROSTATIC CO
BOBS AUTO INC

A 1 AUTO SALES INCORPORATED INCORRECT (Space
A CUT ABOVE HAIR CARE INC between A and 1)
AA ELECTROSTATIC CO

Name - A/1 And A/2 Dance Studio Inc

A1 AND A2 DANCE STUDIO INC
AA ELECTROSTATIC CO
BOBS AUTO INC

A 1 AND A 2 DANCE STUDIO INC INCORRECT (Space
A DOGS LIFE RESORT INC between
AA ELECTROSTATIC CO characters.)

History Note: Rule 5.06 c. Language simplified effective January 1, 1997

- d. When a non-human name contains or is an acronym containing single letters, no space shall separate the letters in the acronym.

Example:

Name - N A T O Suppliers Inc

NANNIES UNLIMITED INC
NATO SUPPLIERS INC
NATURAL POWER INC

N A T O SUPPLIERS INC INCORRECT (Space
NA SMITH INC between characters.)
NABISCO INC

Name - CAT Inc

CASTON MOTOR COMPANY INC
CAT INC
CATAWBA TIMBER CO

CAMDEN INVESTMENT INC
CAMERON AVIATION TECHNOLOGY INC INCORRECT
CAMP OMNI INC (Acronym spelled out)

5.07 Punctuation.

Punctuation such as hyphen, apostrophe, comma, slash, colon, semi-colon, parentheses, quotation marks, brackets, or period shall not be used for non-human names.

- a. When a non-human name contains words separated by a comma, period, colon, or semi-colon the punctuation shall be dropped.

Example:

Name - Jones, Smith, Ramsey, and Associates
 JONES SMITH CONSTRUCTION CO
 JONES SMITH RAMSEY & ASSOC
 JONES TREE SERVICE INC

Name - Bankers Trust:California
 Indexed as BANKERS TRUST CALIFORNIA

- b. When a non-human name contains an apostrophe, the apostrophe shall be dropped. If the apostrophe is between two letters, no space shall separate the letters.

Example:

Name - Tom's Peanut Co
 TOMPKINS ASSOC INC
 TOMS PEANUT CO
 TONS OF FUN CO

- c. When a non-human name not covered by 5.06 c. contains two words separated by a hyphen (-) or a slash (/), the hyphen or slash shall be dropped. A space shall separate the two words.

Example:

Name - Jones-Smith Construction Co

JONES INSURANCE CO
 JONES SMITH CONSTRUCTION CO
 JONES TREE SERVICE INC

JONES TREE SERVICE INC
 JONESSMITH CONSTRUCTION CO INCORRECT (Incorrect spacing)
 JONFEL CORP

Name - Barclays/American Mortgage Corp

BARCALOUNGER SALES INC
 BARCLAYS AMERICAN MORTGAGE CORP
 BARHAM CONSTRUCTION CO

BARCALOUNGER SALES INC
 BARCLAYSAMERICAN MORTGAGE CORP INCORRECT
 BARHAM CONSTRUCTION CO (Incorrect Spacing)

- d. Quotation marks, brackets, and parentheses shall be dropped from non-human names

Example:

Name - Nationsbank (Carolinas)
 Indexed as
 NATIONSBANK CAROLINAS

History Note: 5.07 and 5.07 d. Clarification that punctuation includes colon, semi-colon, parentheses, quotation marks, and brackets Effective January 1, 1997

5.08 Human Name Prefixes.

- a. When a non-human name contains a human surname with a separately written prefix (e.g., Van Pell Shoes Inc.), the prefix and the surname shall each be considered as a separate word.

Example:

Name - Van Pell Shoes Inc

VALLEY FORGE CORP
VAN PELL SHOES INC
VANTAGE PROPERTIES INC

VALLEY FORGE CORP
VANPELL SHOES INC INCORRECT (Incorrect spacing)
VANTAGE PROPERTIES INC

Name - Mac Donald Tire Co

MABRY SUPPLY
MAC DONALD TIRE CO
MACATEE RADIO
MACEDA CAFE

MABRY SUPPLY
MACATEE RADIO
MACDONALD TIRE CO INCORRECT (Incorrect spacing)
MACEDA CAFE

- b. When a non-human name contains a human surname with a prefix written as part of the surname (e.g., LaVopa Supply Co.), the prefix/surname shall be considered as one word. .

Example:

Name - LaVopa Supply Co.

LAVINDERS INC
LAVOPA SUPPLY CO
LAWN BARBER INC

LA SMITH INC
LA VOPA SUPPLY CO INCORRECT (Incorrect spacing)
LACOCK SHOE INC

Name - MacDonald Tool Co

MABRY SUPPLY
MACATEE PILINGS
MACDONALD TOOL CO
MACEDA CAFE

MABRY SUPPLY
MAC DONALD TOOL CO INCORRECT (Incorrect spacing)
MACATEE PILINGS
MACEDA CAFE

5.09 Symbols.

- a. The following characters and symbols shall be used for indexing and sorting non-human names:
- English alphabet letters
 - Arabic numerals
 - ! (when used as a symbol and not as punctuation)
 - ? (when used as a symbol and not as punctuation)
 - : (when used in time such as 8:30 AM Cafe)
 - #
 - \$
 - %
 - &
 - *
 - +
 - =
 - / (for fractions and date)
 - @

If a non-human name contains a character or symbol not listed above, the symbol shall be dropped.

Example:

Name - 360⁰ Communications
Indexed as
360 COMMUNICATIONS

- b. Non-human names that contain (begin with) symbols shall also be placed in separate sections or setouts within the non-human name section of the Consolidated Real Property Index beginning with "SYMBOL*". These entries shall be placed in separate sections or setouts in accordance to Rule 2.02.

Examples:

Name - ! TGIF

SYMBOL* ! SAY NO TO DRUGS FOUNDATION
SYMBOL* ! TGIF (Special symbol setout)
SYMBOL* ! THE WOW STORE

ALSO

! TGIF
! ZENO PRODUCTS
A BETTER SOLUTION CO (Alphabetical
AAMCO OF RALEIGH index.)

History Notes: 5.09 ¹Clarification that exclamation marks and question marks are used only as symbols and not as punctuation. January 1, 1997

²Allow the use of a colon to designate time in firm names January 1, 1997

³Clarification that the slash is used in date January 1, 1997

⁴Rule amended to remove the requirement of substituting an asterisk for non-listed characters. Effective January 1, 1997 non-listed characters or symbols shall be dropped.

5.10 Firm Tables

If firm tables are used (coded "hot keys", etc.) the indexer shall always confirm that the firm name that comes in on the document matches the firm name in the table. The firm name shall always be indexed the way it comes in on the document in accordance to the standards for indexing non-human names.

6. GOVERNMENT UNITS AND AGENCIES

6.01 Indexing.

- a. No document shall be indexed in the name of the individual who signed on behalf of the agency or unit of government, i.e., administrator, trustee, state director, agent, etc. This is applicable for all government units.
- b. Each document will be indexed in the name of the governmental unit as it appears on the document.
- c. In order to consistently abbreviate a government unit or agency name in the same manner, the register of deeds shall include government unit or agency names in the non-human name abbreviation index (see 5.05 c.). The index shall contain government unit or agency names and the standard method or format, including abbreviations, that the names will appear in the Consolidated Real Property Index. The register of deeds shall use the non-human name abbreviation index when indexing government unit or agency names. If it is unclear that a government unit or agency name on a document is the same name entered in the non-human name abbreviation index, the name shall be placed in the Consolidated Real Property Index as it appears on the document and it may also be placed in the Consolidated Real Property Index using the name in the non-human name abbreviation index.
- d. Indexing procedures for Non-Human/Corporate Names (see 5.) shall apply to government units and agencies unless otherwise noted.
- e. When a unit or agency of government is acting for the government (United States of America, State of North Carolina, County, or City/Town), the document shall be indexed under the name of the government with the unit or agency name.

6.02 Federal Government.

- a. A document signed "United States of America" without an additional federal government unit or agency name shall be indexed under "USA".

Example:

United States of America
by _____
President

Name - USA

- b. A document signed "United States of America" with an additional federal government unit or agency name shall be indexed under "USA [unit or agency name]"; no spaces shall separate the letters in USA and a space shall separate USA from the unit or agency name. When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

United States of America
Farmers Home Administration
Department of Agriculture
by _____
State Director

Name - USA FARMERS HOME ADMINISTRATION
ALSO
USA DEPT OF AGRICULTURE

- c. If a document is signed only in the name of a unit or agency of government without the heading of "United States of America", the document shall be indexed under "[unit or agency name]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

Farmers Home Administration
Department of Agriculture
by _____
State Director

Name - FARMERS HOME ADMINISTRATION
ALSO
DEPARTMENT OF AGRICULTURE

- d. A document signed "United States of America" with an additional federal government unit or agency name beginning with US, United States, U.S., etc. shall be indexed under "USA [US (remainder of unit or agency name)]; no spaces shall separate the letters in USA or in US and a space shall separate USA from US and a space shall separate US from the remainder of the unit or agency name.

Example:

United States of America
United States Forest Service
by _____

Director
Name - USA US FOREST SERVICE

- e. If a document is signed only in the name of a unit or agency of government beginning with US, United States, U.S., etc. but without the heading of "United States of America", the document shall be indexed under "[US (remainder of unit or agency name)]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

U. S. National Weather Service
by _____
Director

Name - US NATIONAL WEATHER SERVICE

6.03 State Government.

- a. A document signed "State of North Carolina" or "North Carolina" without an additional state government unit or agency name shall be indexed under "NC"; a space shall not separate the N and C.

Example:

State of North Carolina
by _____
Governor

Name - NC

- b. A document signed "State of North Carolina" with an additional state government unit or agency name shall be indexed under "NC" [unit or agency name]; a space shall not separate the N and C and a space shall separate the NC from the agency or unit name. When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

State of North Carolina
Department of Transportation
by _____
Administrator

Name - NC DEPT OF TRANSPORTATION

- c. If a document is signed only in the name of a unit or agency of government without the heading of "State of North Carolina" the document shall be indexed under "[unit or agency name]". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

Department of Transportation
by _____
Administrator

Name - DEPARTMENT OF TRANSPORTATION

- d. A document signed only in the name of a state unit or agency name without the heading of "State of North Carolina" but beginning with the prefix of "North Carolina", "NC", or "N. C." shall be indexed under "NC [unit or agency]"; no space shall separate the letters NC and a space shall separate NC from the unit or agency name.

Example:

North Carolina Department of Transportation
by _____
Director

Name - NC DEPT OF TRANSPORTATION

6.04 County Government.

- a. A document signed "County of [county name]" or "[county name] County" without an additional county government unit or agency name shall be indexed under "[county name or county name abbreviation listed in the non-human name abbreviation index] CNTY or COUNTY"; a space shall separate the county name from CNTY or COUNTY. (See Rule 5.05(b) for abbreviation options for "County".)

Example:

County of Orange
by _____
County Manager

Name - ORANGE CNTY

- b. A document signed "County of [county name]" or "[county name] County" with an additional county government unit or agency name shall be indexed under "[county name or county name abbreviation listed in the abbreviation index] CNTY (unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

County of Orange
Board of Education
by _____
Chairman

Name - ORANGE CNTY BOARD OF EDUCATION

- c. If a document is signed only in the name of a unit or agency of government without the heading of "County of [county name]" or "[county name] County" the document shall be indexed under the "unit or agency name". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

Board of Education
by _____
Chairman

Name - BOARD OF EDUCATION

- d. A document signed only in the name of a county government unit or agency without the heading of "County of [county name]" or "[county name] County" but with the prefix "[county name] County" shall be indexed under "[county name or county name abbreviation listed in the non-human name abbreviation index] CNTY [unit or agency name]".

Example:

Orange County Board of Education
by _____
Chairman

Name - ORANGE CNTY BOARD OF EDUCATION

6.05 City/Town/Village Government.

- a. A document signed "City/Town/Village of [city/town/village name]" or "city/town/village name" without an additional city/town/village government unit or agency name shall be indexed under "[city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index] City/Town/Village of".

Example:

Town of Cary
by _____
City Manager

Name - CARY TOWN OF

- b. A document signed "City/Town/Village of [city/town/village name]" or "city/town/village name" with an additional city/town/village government unit or agency name shall be indexed under "[city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index] (unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

Town of Cary
Recreation Department
by _____
Administrator

Name - CARY RECREATION DEPT

- c. If a document is signed only in the name of a unit or agency of government without the heading of "City/Town/Village of [city/town/village name]" or "city/town/village name" the document shall be indexed under the "(unit or agency name)". When an organizational hierarchy of unit or agency names appears, each governmental unit or agency shall be indexed.

Example:

Planning Board
by _____
Chairman

Name - PLANNING BOARD

- d. A document signed only in the name of a city/town/village government unit or agency without the heading of "City/Town/Village of [city/town/village name]" but with the prefix "[city/town/village name]" shall be indexed in the name of the signing unit or agency using the city/town/village name or city/town/village name abbreviation listed in the non-human name abbreviation index.

Example:

Cary Planning Board
by _____
Chairman

Name - CARY PLANNING BOARD

6.06 Quasi- and Special Government Units.

A document signed by a quasi- or special government unit such as an irrigation or sanitation district shall be indexed under the name of quasi- or special government unit rather than under the name(s) of the government(s) that created it.

Example:

Swannanoa Sewer District
by _____
Buncombe Co. Board of County Commissioners

Name - SWANNANOA SEWER DISTRICT

6.07 Questionable Government Unit or Agency.

If it is unclear if a non-human name is a governmental unit or agency, the name shall be indexed as it appears on the document and it may also be indexed as if it were a government agency.

Example:

Eastern Federal Mint
by _____
Director

Name - EASTERN FEDERAL MINT

ALSO
USA EASTERN FEDERAL MINT

7. INDEX FORMAT

7.01 Sorting Order for Index.

The location of an entry in the real property index shall be determined by the following hierarchical sorting order:

- a. Human Name Section:
 - 1. Last name or surname ascending alphabetically.
 - 2. Given names ascending alphabetically.
 - 3. Trustee or other designated status.
 - 4. Date - ascending.

- b. Non-Human Section:
 - 1. All words or abbreviated words in the name ascending alphabetically.
 - 2. Trustee or other designated status - no status then alphabetical status.
 - 3. Date - ascending.

7.02 Trustee or Other Designated Status.

All documents being conveyed by a Trustee, Commissioner and/or Commissioners, Agent, Attorneys-in-Fact, or the like shall be indexed in the name of the parties for whom the designated trustee and the like is acting as well as in the name of the trustee or other designated status. The trustee or other designated status shall be a separate index field and shall be printed in the index as an extension of the last given name of a human name entry and an extension of the non-human name in a business or corporate entry of the trustee or other designated status (See Appendix for suggested abbreviation codes for trustee and other designated status). A slash [/], comma (,), hyphen (-), or other clear identifier shall separate the trustee or other designated status from the last given name. Designated status may be considered a part of non-human names in the Directory of Names.

Examples:

Name - Richard M Stewart, Trustee

STEWART RICHARD M
STEWART RICHARD M/TR
STEWART ROBERT MICHAEL

STEWART RICHARD M
STEWART RICHARD MICHAEL
STEWART/TR RICHARD M INCORRECT (Status after
surname)

Name - Stewart Banking & Trust Company, Trustees

STEWART ADCOCK PLUMBING SUPPLY
STEWART BANKING & TRUST CO/TR
STEWART CONSOLIDATED MTG/TR

7.03 Designated Spouse.

If a husband and wife with the same surname both sign a document, the register of deeds may print in the index the given name(s) of the wife

with the indexed name of the husband and the given name(s) of the husband with the indexed name of the wife.

Example:

John L. Smith and Jane Ann Smith, husband and wife

SMITH IVAN A
SMITH JANE ANN JOHN L
SMITH JOHN L JANE ANN
SMITH JOHN T

- a. In order to print the spouse's given name(s) with the indexed party name, the document must clearly state that the male and female document signers are husband and wife. The fact that a male document signer and a female document signer have the same surname is not, in itself, a determination that they are husband and wife.

Example:

John L. Smith and Jane Ann Smith

SMITH IVAN A
SMITH JANE ANN JOHN L [Clear from document
SMITH JOHN L JANE ANN that they are
SMITH JOHN T husband and wife]

SMITH IVAN A
SMITH JANE ANN [Not clear from
SMITH JOHN L document if they
SMITH JOHN T are husband and wife]

- b. In order to print the spouse's given name(s) with the indexed party name, both spouses must sign the document using the same surname. The surname of one spouse contained in the hyphenated or compound surname of the other spouse is not considered to be the same surname.

Example:

John L. Smith and Jane Ann Brown-Smith, husband and wife

BROWN FRANK L
BROWN HELEN O
BROWN JANE ANN SMITH
BROWN LEON
BROWN SMITH JANE ANN
BROWNSTEIN PAUL R

ALSO

SMITH IVAN A
SMITH JANE ANN BROWN
SMITH JOHN L
SMITH JOHN T

BROWN HELEN O
BROWN LEON
BROWN SMITH JANE ANN JOHN L INCORRECT
BROWNSTEIN PAUL R (Incorrect surname)

ALSO

SMITH	IVAN A	
SMITH	JOHN L	JANE ANN <u>INCORRECT</u>
SMITH	JOHN T	(Incorrect surname)

- c. Both spouses' names must be indexed when a spouse's given name(s) is printed with the indexed party name.

Example:

John L. Smith and Jane Ann Smith, husband and wife

SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN
SMITH	JOHN T	
SMITH	IVAN A	(Wife not indexed)
SMITH	JOHN L	JANE ANN <u>INCORRECT</u>
SMITH	JOHN T	

- d. In the index, the spouse's given name(s) shall be considered as a separate field and shall not be a part of or an extension of the surname/given name of the indexed party. Only the indexed party name (surname and given name(s)) shall be used for alphabetizing - the printed spouse's given name(s) shall not be used for alphabetizing.

Example:

John Brown and Mary A. Brown, husband and wife

BROWN	HARVEY G	
BROWN	JOHN	MARY A
BROWN	JOHN MARVIN	
BROWN	KIRK A	
BROWN	HARVEY G	
BROWN	JOHN MARVIN	
BROWN	JOHN	MARY A <u>INCORRECT</u>
BROWN	KIRK A	(indexed using wife's name)

- e. If the wife's given name(s) is printed with the indexed name of the husband, the husband's given name(s) must be printed with the indexed name of the wife; similarly, if the husband's given name(s) is printed with the indexed name of the wife, the wife's given name(s) must be printed with the indexed name of the husband.

Example:

John L. Smith and Jane Ann Smith, husband and wife

SMITH	IVAN A	
SMITH	JANE ANN	JOHN L
SMITH	JOHN L	JANE ANN
SMITH	JOHN T	

SMITH IVAN A
SMITH JANE ANN JOHN L
SMITH JOHN L INCORRECT (Wife's name
SMITH JOHN T not printed)

- f. If the spouse's given name(s) is printed with the indexed party name, a method must be used to separate the spouse's given name(s) from the indexed name. Such a method may be adding spaces between the given name(s) of the indexed party name and the spouse's name, printing the spouse's given name(s) indented and on a separate line, etc.

Example:

John L. Smith and Jane Ann Smith, husband and wife

SMITH IVAN A
SMITH JANE ANN JOHN L
SMITH JOHN L JANE ANN
SMITH JOHN T
OR
SMITH IVAN A
SMITH JANE ANN
 JOHN L
SMITH JOHN L
 JANE ANN
SMITH JOHN T
SMITH IVAN A
SMITH JANE ANN JOHN L
SMITH JOHN L JANE ANN INCORRECT (Incorrect)
SMITH JOHN T spacing)

- g. The procedures for human names (see 4.) shall apply to the spouse's given name(s).

7.04 Index Headings.

Index Column Headings - The following index column headings shall be used for the real property index:

Indexed Party
AP (Indexed Party)
Date Filed
Reverse Party
AP (Reverse Party)
Type
Reference
Description
PIN

* NOTE: Index headings may appear in any order.

7.04 Index Headings

- a. Indexed Party - For a human name, the Indexed Party shall be listed by the entire surname or last name first, followed by the full and complete given name(s); the given name of the designated spouse, if printed, may follow after the given name of the Indexed Party (see 7.03). For a non-human name, the name shall be the entire name beginning with the first word of the name.. (See 5.02 for the options for printing "The" in a non-human name). The surname may be grouped with given names ascending alphabetically underneath, and business names may be listed once for numerous entries. Only one name, human or non-human, shall appear for the Indexed Party; the given name of the designated spouse, if printed, is not considered as an Indexed Party. If the Indexed Party is acting as a trustee or other designated status for another party, the trustee or other designated status shall be shown as described in 7.02. A minimum of 70 characters shall be indexed and printed for the indexed party name.
- b. AP (Indexed Party) - The AP (Associated Parties) Column indicates if other names appear on the document in the same or similar capacity as the Indexed Party. If the name of the spouse of the Indexed Party and/or other name(s) appear on the document, the letter O shall be used; if the given name of the designated spouse is printed with the name of the Indexed Party, the letter O shall still be used. If no other name(s) appear(s) on the document, the AP column shall be left blank for the Indexed Party. In certain circumstances such as commissioner deeds, trustee deeds, bankruptcies, etc. a party is involved in a transaction even though they did not sign the document; in such instances, an O shall be placed in the AP column.
- c. Date Filed - Date Filed is the date that the document was filed in the register of deeds office. The date shall be in numeric form and shall be in the order of two digit month (followed by a slash [/], two digit day (followed by a slash [/], and four digit year.
- d. Reverse Party - For a human name, the Reverse Party shall be listed either the entire surname first, followed by the full and complete given name(s); or full and complete given name(s) first followed by the entire surname; the given name of the designated spouse, if printed, may follow after the given name or surname of the Reverse Party). For a non-human name, the name shall be the entire name beginning with the first word of the name. (See 5.02 for the options in printing "The" in non-human names). Only one name, human or non-human, shall appear for the Reverse Party; the given name of the designated spouse, if printed, is not considered as a Reverse Party. When a document contains two or more names which would comprise the Reverse Party of the index, the first name listed on the document shall be used as the Reverse Party in the index listing. If the Reverse Party is acting as a trustee or designated representative for another party, the trustee or other designated status shall be indicated as described in 7.02.

- e. AP (Reverse Party) - The AP (Associated Parties) Column indicates if other names appear on the document in the same or similar capacity as the Reverse Party. If the name of the spouse of the Reverse Party and/or other name(s) appear on the document, the letter O shall be used; if the given name of the designated spouse is printed with the name of the Reverse Party, the letter O shall still be used. If no other name(s) appear(s) on the document, the AP column shall be left blank for the Reverse Party. In certain circumstances such as commissioner deeds, trustee deeds, bankruptcies, etc. a party is involved in a transaction even though they did not sign the document; in such instances, an O shall be placed in the AP column.
- f. Type - The type Column shall list the type of document that is indexed. The type of document may be abbreviated according to the codes for Instrument Type in the Appendix. All Document Type abbreviations shall be listed in the posted indexing rules according to Rule 1.01(c.) (9).
- g. Reference - The Reference Column shall give the book and page location of a document or the plat book and page for a map. The book number shall be listed first and the page number will follow; a space shall separate the book and page numbers.
- h. Description - Description contains a brief identification or description of the property. Depending on the type of document, this description can describe a property, be a reference to a book/page, be a local property tax number, or state the intent of the document. When describing a property, the description is not a full and legal description of the property, but is used only for document identification purposes.
- i. PIN - The parcel identifier number (PIN) is a unique parcel identifier and is constructed from the North Carolina State Plane Coordinates of the visual center of the parcel. The PIN is four digits followed by a dash (-), two digits followed by a dash (-), and four digits. In the case of condominiums, townhouses or other cases of diverse ownership on a parcel, the PIN may use a decimal at the end of the PIN with three digits to the right of the decimal (Technical Specifications for Base, Cadastral and Digital Mapping available from the North Carolina Land Records Management Program contains the method of construction of the PIN as well as additional information about the PIN). If the register of deeds office does not use the PIN system, the PIN column may be omitted as an index heading; however, space shall remain in the computerized indexing system for the addition of the PIN system at a later time.

8. **MAPS AND PLATS**

8.01 Consolidated Real Property Index.

All maps and plats shall be indexed in the Consolidated Real Property Index.

8.02 Condominium Plats and Plans.

- a. Plats and Plans
 - 1. Condominium plans and plats shall be indexed in the Consolidated Real Property Index.
 - 2. All persons signing the condominium declaration and the name of the condominium shall be indexed as grantors of the condominium plat or plan. The name of the condominium may be indexed as the grantee of the condominium plat or plan.
 - (a) The name of the condominium shall be considered as a non-human name (see Index Standards 3.05 (d)).
 - 3. If the condominium declaration has been recorded, the description column of the grantor index entry of a condominium plat or plan shall list the book and page where the condominium declaration is recorded and the date of recording.
 - 4. The code CONDO shall be used in the Type column to indicate a condominium plat or plan.
- b. Declarations
 - 1. The description column of both the grantor and grantee index entries of a condominium declaration may list the book and page where the condominium plat or plan is recorded.

8.03 Plats

- a. The owner(s) of the property shown on the plat shall be indexed as the grantor(s) of the plat.
- b. The plat title, shown in the property designation portion of the plat, shall also be indexed as a grantor of the plat.
 - 1. Descriptive plat title. When the plat title is descriptive (i.e., name of subdivision, name of property, etc.), the plat title shall be considered as a non-human name (see Index, 3.05)

Examples:

Plat Title - Singing Oaks Subdivision

SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION
SINGLETON TOWNHOMES

Plat Title - Singing Oaks, Part II

SIENFELD PROPERTIES INC
SINGING OAKS PART II
SINGLETON TOWNHOMES

SIENFELD PROPERTIES INC
SINGING OAKS SUBDIVISION PART II INCORRECT
SINGLETON TOWNHOMES

2. Plat title showing ownership. When the plat title shows ownership, usually through references such as "Farm of [name of owner]", "Land of [name of owner]", "Property of [name of owner]", "[name of owner] Farm", "[name of owner] Property", etc., the plat title shall be indexed by the name of the owner.

Examples:

Plat Title - Nat T. Magnum Farm

MAGNUM ALBERT CARL
 MAGNUM NAT T
 MANION ROBERT L

NANNIES UNLIMITED INC
 NAT T MAGNUM FARM INCORRECT
 NATURAL POWER INC

Plat Title - Farm of Nat T. Magnum

MAGNUM ALBERT CARL
 MAGNUM NAT T
 MANION ROBERT L

FARLOW FARMS INC
 FARM OF NAT T MAGNUM INCORRECT
 FARMER JOES MARKET

Plat Title - Property of Nat T. Magnum Inc.

NANNIES UNLIMITED INC
 NAT T MAGNUM INC
 NATURAL POWER INC

MAGNUM ALBERT CARL
 MAGNUM NAT T INC PROPERTY OF INCORRECT
 MANION ROBERT L

8.04 Protected Mountain Ridges.

New maps prepared under G.S. 113A-212 identifying protected mountain ridges shall be indexed in the Consolidated Real Property Index with "NC ENVIRONMENT HEALTH & NATURAL RESOURCES DEPT OF" as grantor. (Note: Original maps may have been indexed in some counties with "Secretary of Natural Resources and Community Development" as grantor.)

8.05 Other Maps.

Maps other than Highway Right-of-Way Plans shall be indexed in the Consolidated Real Property Index with the property owner and/or the property designation and/or the unit of government developing the map and/or the title of the map as grantor.

8.06 Maps Attached to Documents.

A map or plat that is attached to or a part of a document shall be considered as part of the document and shall not be indexed as a separate map or plat.

8.07 Index of Maps and Plats.

In addition to the Consolidated Real Property Index, the register of deeds may maintain a separate index of maps and plats and/or condominium plans and plats.

Appendix "A"

DEFINITIONS

HUMAN NAMES

For indexing purposes human names are names of individual human beings. Human names are not associated with or used in the names of businesses or other entities.

Examples:

JOHNSON K B
SMITH JOHN W
SMITH ROBERT W/EST
SMITH WILLIAM B/HEIR

NON-HUMAN NAMES

Non-Human names are names of corporations, partnerships, limited partnerships, general partnerships, proprietorships, other entities such as but not limited to, government agencies, churches, schools, charitable organizations, etc.

Examples:

JOHN W SMITH IRREVOCABLE TRUST
KB JOHNSON OIL CO INC

When the register can not determine whether a name is a human or non-human name, the name shall be indexed as a human name and shall also be indexed as a non-human name.

Reserved for Additional Definitions:

Appendix "B"

INSTRUMENT TYPE

ABBREVIATIONS APPROVED BY THE LAND RECORDS COMMITTEE

ABSTRACT	ABSTR
ACCEPTANCE	ACPT
ACKNOWLEDGMENT	ACKGT
ADDITIONAL COLLATERAL	A/COL
AFFIDAVIT	AFFT
AGREEMENT	AGMT
AMENDMENT	ADMT
ANNEXATION	ANNEX
APPOINTMENT	APPMT
ASSESSMENT	ASSMT
ASSIGNMENT	ASGMT
ASSOCIATION	ASSN
ASSUMED NAME	A/N
AUTHORIZATION	AUTH
BANKRUPTCY	BKCY
BILL OF SALE	B/S
BUSINESS UNDER ASSUMED NAME	BUAN
CANCELLATION	CAN
CEMETERY DEED	CEM/D
CERTIFICATE	CERT
COLLATERAL	COL
COMMISSION	COMM
COMMISSIONERS DEED	COM/D
CONDOMINIUM(PLATS OR PLANS)	CONDO
CONFIRMATION	CONF
CONSENT	CONST
CONTINUATION	CONTN
CONTRACT	CONT
CONVEYANCE	CONV
CORPORATE CHARTER	CORP
CORPORATION	CORP
CORRECTED DEED	C/D
CORRECTED INSTRUMENT	C/INS
COURT ORDER	CT/O
COVENANT	COVNT
DECLARATION	DECL
DEDICATION	DED
DEED	DEED
DEED OF SEPARATION	D/SEP
DEED OF SUBORDINATION	D/SUB
DEED OF TRUST	D/T
DISCHARGE	DISCH
DISSOLUTION	DISLN
EASEMENT	ESMT

INSTRUMENT TYPE

ABBREVIATIONS APPROVED BY THE LAND RECORDS COMMITTEE

EXTENSION	EXT
EXTENSION AGREEMENT	EXT/A
FIXTURE FILING	FIX/F
FORECLOSURE	FCL
HIGHWAY RIGHT OF WAY	HWYRW
INDENTURE	IND
JUDGMENT	JGMT
LEASE	LEASE
LETTER	LTR
LIEN	LIEN
LIMITED PARTNERSHIP	LTD/P
LIS PENDENS	LIS/P
MAP	MAP
MEMORANDUM	MEMO
MEMORANDUM OF ACTIONS	M/ACT
MEMORANDUM OF LEASE	M/LSE
MEMORANDUM OF SEPARATION	M/SEP
MERGER	MERG
MODIFICATION	MOD
MODIFICATION AGREEMENT	MOD/A
MORTGAGE	MTG
MORTGAGE DEED	MTG/D
NAME CHANGE	N/CHG
NOTICE	NOTCE
NOTICE OF INTENT	N/INT
NOTICE OF REQUEST	N/REQ
NOTICE OF SATISFACTION	N/SAT
NOTICE OF SETTLEMENT	N/SET
NOTICE OF SUBSTITUTION	N/SUB
OATH	OATH
OFFER	OFFER
OPTION	OPT
ORDER	ORDER
ORDINANCE	ORD
PARTIAL RELEASE	P/REL
PARTNERSHIP	PTNRP
PERMIT	PRMIT
PLATS	PLAT
POWER OF ATTORNEY	P/A
QUICK CLAIM DEED	QCD
REGISTERED AGENT	R/AGT
REGISTERED OWNER	R/O
REINSTATEMENT	REINS
RELEASE	REL

INSTRUMENT TYPE

ABBREVIATIONS APPROVED BY THE LAND RECORDS COMMITTEE

RELEASE DEED	REL/D
RELEASE OF RESTRICTIONS	REL/R
RELINQUISHMENT	RELQ
RENUNCIATION	RENUN
REPORT	REPT
REPORT OF COMMISSIONERS	R/COM
REQUEST	REQ
RESIGNATION	RESIG
RESIGNATION OF TRUSTEE	R/TR
RESOLUTION	RESOL
RESTRICTED COVENANTS	R/C
RESTRICTIONS	RESTR
RESUBDIVISION	RESUB
REVOCATION	REVOC
REVOCATION OF POWER OF ATTNY	R/P/A
RIGHT OF WAY	R/W
ROAD MAINTENANCE AGREEMENT	R/M/A
SATISFACTION OF MORTGAGE	SAT
SEPARATION AGREEMENT	SEP/A
SHERIFF DEED	SHF/D
SPLIT	SPLIT
STATEMENT	STMT
SUBDIVISION	SUB
SUBORDINATION OR RESUB AGREEMENT	SUB/A
SUBSTITUTION OF COLLATERAL	S/COL
SUBSTITUTION TRUSTEE	S/TR
SUPPLEMENTAL DEED OF TRUST	S/D/T
SUPPLEMENTAL INDENTURE	S/IND
SUSPENSION	SUSP
TERMINATION	TERM
TIMBER DEED	TMB/D
TRUSTEE'S DEED	TR/D
UNIFORM COMMERCIAL CODE	UCC
VARIANCE	VA
VERIFICATION	VERIF
WAIVER	WVR
WILL	WILL

Appendix "C"

CODES FOR PROPERTY DESCRIPTIONS

PROPERTY DESCRIPTIONS

CODES APPROVED BY
LAND RECORDS

ACRE	AC
AGREEMENT	AGMT
AMEND	AMEND
AND	&
AVENUE	AVE
BLOCK	BLK
BOOK	BK
BOULEVARD	BLVD
BUILDING	BLDG
CANCELED	CAN
CEMETERY	CEM
CHURCH	CH
CIRCLE	CIR
COMPANY	CO
CONDOMINIUM	CONDO
COUNTY	CNTY
COURT	CT
CREEK	CRK
DEED OF TRUST	D/T
DEVELOPMENT	DEV
DIVISION	DIV
EASEMENT	ESMT
EAST	E
ESTATE(S)	EST
EXTENSION	EXT
FORECLOSURE	FCL
FREEWAY	FRWY
GARDEN	GDN
HEIGHTS	HGTS
HEIRS	HRS
HIGHWAY	HWY
HILLS	HLS
INTERSTATE	I
INTERSECTION	INT
JUNCTION	JCT
LANE	LN
LOT	L
MAP	MAP
MOUNT	MT
MOUNTAIN	MTN
NORTH	N
NUMBER	#

CODES FOR PROPERTY DESCRIPTIONS

PROPERTY DESCRIPTIONS

CODES APPROVED BY
LAND RECORDS

PARK	PK
PART	PT
PART OF	PT/O
PHASE	PH
PLACE	PL
PLAT	P
PORTION	POR
PROPERTY	PROP
RECOMBINATION	RECOM
RESUBDIVISION	RESUB
REVISED	REV
REVISION	REV
RIGHT OF WAY	R/W
ROAD	RD
SAINT	ST
SCHOOL	SCH
SECTION	SEC
SHEET	SH
SOUTH	S
SQUARE FEET	SQ FT
STATE ROAD	SR
STREET	ST
SUBDIVISION	SUB
TOWNSHIP	TP
TRACT	TCT
WEST	W
WOODS	WD

Appendix "D"

CODES FOR TRUSTEE AND OTHER DESIGNATED STATUS

TITLE
CODES APPROVED BY
LAND RECORDS

ADMINISTRATOR	ADMR
ADMINISTRATRIX	ADMR
AGENT	AGT
ASSOCIATE(S)	ASSOC
ATTORNEY IN FACT	AIF
CLERK OF SUPERIOR COURT	CSC
COMMISSIONER(S)	COMR
CO-EXECUTOR	C/EXR
CUSTODIAN	CUST
ESTATE	EST
EXECUTOR(S)	EXR
EXECUTRIX	EXR
GUARDIAN	GDN
NEXT FRIEND	NF
PARTNER	PTNR
PERSONAL REPRESENTATIVE	P/R
RECEIVER	RCVR
SUBSTITUTE TRUSTEE	TR
SUCCESSOR TRUSTEE	TR
TRUSTEE IN BANKRUPTCY	TR/B
TRUSTEE(S)	TR

Appendix "E"

Minimum Data Entry Edits For Human Names

Compound Human Surnames

The system should prompt indexers with an error message when a hyphen is detected in a human surname.

Human Surnames With Blank Spaces

Indexers should be required to confirm that a name is a compound surname when the system detects a blank space in a human surname. If the indexer tells the system that the name is a compound surname it should be indexed with the space. If the indexer tells the system that the surname is not a compound surname, the space could be dropped automatically or the operator could remove the space before the name is accepted as a valid entry.

Punctuation in Human Names

The system should prompt indexers to remove periods, commas, and apostrophes from human names.

Minimum Data Entry Edits for Non-Human Names

- 1) The system should prompt indexers to remove periods from non-human names.
- 2) The system should prompt indexers to remove apostrophes.
- 3) The system should prompt indexers to remove commas.
- 4) The system should prompt indexers to remove dashes and hyphens.
- 5) The system should display a caution message to indexers when a slash is detected in a non-human name. Indexers must be able to override this edit because slashes are permitted in fractions.
- 6) The system should prompt the indexer when a non-human name contains two single characters that are separated by a space. This is a caution message and may be overridden by indexers.

Examples:

A & E	Error Message
N C	Error Message
U S A	Error Message
R L Johnson Co	Error Message

- 7) The system should prompt indexers when a symbol is the first character in a non-human name. The prompt should remind indexers to also index names that begin with symbols in the special symbol set out.
- 8) The system should prompt indexers when United States, United States of America, North Carolina, or N. Carolina has not been abbreviated. The system should prompt indexers to abbreviate United States as US, United States of America as USA, North Carolina as NC, and N. Carolina as NC.

Note:

The indexing standards specify that an indexed party's designated status must be stored in a separate field in the database. The required edits do not prohibit the use of commas, dashes, or slashes to indicate designated status; however, automated indexing systems that use these characters to identify the designated status for an indexed party must also contain the required edits.

Recommended On-Line Inquiry Prompts/Edits for Researchers

Prompts and edits are recommended for on-line inquiry. These edits should be designed to help researchers remember the indexing rules when terminals are used to research consolidated real property data that was indexed according to the new standards.

Appendix "F"

DIRECTORY OF HUMAN NAMES

<u>NAME</u>	<u>INDEX PAGE NUMBER</u>
WADE	1
WAGNER	1

ILLUSTRATION

ANY COUNTY HUMAN GRANTOR INDEX							Page 1	
GRANTOR	A/P	GRANTEE	A/P	TYPE	REF NO	DATE	DESCRIPTION	PIN NO
WADE								
WANDA F	O	MCLEOD J MICHAEL/TR		CAN	976 978	08/25/1992	BK 814/946	
WILLIAM A	O	MCLEOD J MICHAEL/TR		CAN	976 978	08/25/1992	BK 814/946	
WAGNER								
DAVID E		COBB LAWRENCE A/TR		CAN	960 363	09/24/1992	SEE BK 906 PAGE 282	
DAVID E		LAMM RONEY/TR		D/T	960 399	09/24/1992	LAKE SAGAMORE SUB L 531	
RANDALL E	O	UNITED CAROLINA BANK		ASGMT	976 642	08/21/1992	BK 968/452-457	

* COLUMNS MAY APPEAR IN ANY ORDER

* THE HUMAN INDEX MUST BE SORTED BY LAST NAME, GIVEN NAMES, STATUS, THEN BY DATE

ILLUSTRATION

DIRECTORY OF NON-HUMAN NAMES

<u>NAME</u>	<u>INDEX PAGE NUMBER</u>
WADE MOORE EQUIPMENT CO INC	1
WARREN BROTHERS OIL CO INC	1
WEBB BUILDERS INC	1
WEEKS & SHERRON II	1
WEEKS & SHERRON II /PTNRP	1
WELLONS PROPERTIES	1
WELLON PROPERTIES INC	1

ILLUSTRATION

ANY COUNTY NON-HUMAN GRANTOR INDEX							Page 1
GRANTOR	A/P	GRANTEE	A/P TYPE	REF NO	DATE	DESCRIPTIONS	PIN #
WADE MOORE EQUIPMENT CO INC		WIGGINS GUY W	O	DEED	960 405	09/24/1992	HARRIS TP ROYAL AC SUB L 33
WARREN BROTHERS OIL CO INC	O	REPUBLIC B&T CO/TR		D/T	976 930	09/15/1992	TR 1&2 HARNETT CO & TR 3 SAMPSON
WEBB BUILDERS INC	O			MAP	PC#F 86D	09/24/1992	JOHNSV T
WEEKS & SHERRON II	O	WEYERHAEUSER CO		T/D	981 897	10/13/1992	190.211 H HT SPEARS LAND 3A-3C LILL
WEEKS & SHERRON II /PTNRP	O	WEYERHAEUSER CO		T/D	981 897	10/13/1992	190.211 H HT SPEARS LAND 3A-3C LILL
WELLONS PROPERTIES	O	WELLONS REALTY		DEED	981 633	10/09/1992	LT 4 THE PINES SEC 2 SC T
WELLONS PROPERTIES INC	O	WELLONS REALTY		DEED	981 633	10/09/1992	LT 4 THE PINES SEC 2 SC T

*** COLUMNS MAY APPEAR IN ANY ORDER**

*** THE NON-HUMAN INDEX MUST BE SORTED BY NON-HUMAN NAME, STATUS, THEN BY DATE**

ILLUSTRATION