User Hints and Tips - PDCA

PARCEL DESCRIPTION CERTIFICATION APPLICATION (PDCA)

1. General Information

Definition of Terms and Buttons

Apparent PID: Until a property mapper has certified the parcel description for the PID, the system refers to the PID as the Apparent PID.

Application Type: the system will display "Initial PDCA " if the parcel does not yet have a certified description or "Amending PDCA" if a certified parcel description already exists.

User Supplied Reference: A file or reference number, which can be assigned by the user for tracking the PDCA in the user's office.

AAN: Assessment Account Number for the parcel.

Book/Page: the Registry of Deeds Book and Page number that contains the last conveyance document.

2. Data Validation and System Messages

Unsupported Characters in the Parcel Description

The following message is displayed if an unsupported character is found in the description:

> *Please be advised that the Parcel Description you want to submit has characters that are unsupported in the system. Each unsupported character is referenced by the ?symbol or the T symbol for tabs in the text appearing below.*

When typing or scanning new parcel descriptions into a Word or WordPerfect document, do not include any special characters in the description that are not displayed on a standard computer keyboard. The system will not accept characters such as tabs, bullets and symbols:

Degree Symbol (°) - don't use the degree symbol, use the word "degrees" instead

Curly Quotes (' ' " ") - don't use curly or smart quotes; use straight quotes (18' 26") or the words **min.** and **sec.** instead

Super or subscript (st nd th) - don't use superscript or subscript characters; use "first" or "1st" instead

Fraction Symbols (¼ ½) - don't use fraction symbols; use 1/2 or 1/4 (or the words one half and one quarter) instead.

If you have an existing parcel description document in Word or WordPerfect that contains any of these characters, search and replace the symbols with the suggested wording above. Once these characters are removed, you can paste the description into the online PDCA screen.

Another PDCA is "In Process" for the PID

"*PID XXXXXX is part of another application.*" If there is already a PDCA in process for a PID and you attempt to create a new PDCA for the same PID, the system will display this error. Only one PDCA can be "in process" for the same PID.

Very Long Parcel Descriptions (over 32,000 characters) (LRAR 7(3)

If a parcel description is around eight (8) or more typed pages (i.e. if the Word or WordPerfect description document contains more than 32,000 characters), it cannot be submitted through the PDCA screens over the Internet. This is a limitation of the current Internet technology.

In this instance, create and submit a PDCA as you normally would, but in the Description field enter a comment such as "Parcel description exceeds 32,000 characters. Description sent via email to the property mapper." Call the Land Registration Office in your county and ask for the email address of the property mapper, then email the Word or WordPerfect file containing the description to the property mapper – make certain the PID is clearly noted in the subject line of the email.

The property mapper will create an "Amending" PDCA using the full typed description from the Word or WordPerfect document and will notify the applicant when the PDCA has been processed (either approved or rejected).