

# **IMPORTANT NOTICE**

**Berks County PA Recorder of Deeds  
Universal Parcel Identification – UPI System  
In effect in Berks County PA  
January 2, 2013**

## **AND HOW DO I LOCATE THE PROPERTY I.D. NUMBER – UPI ?**

**Beginning on January 2, 2013** all real estate related documents recorded in the Berks County Recorder of Deeds Office are required by County Ordinance No. 07-2012 to have the property **PROPERTY I. D. number - UPI** affixed to the document. The Recorder's office will verify the **PROPERTY I.D. number – UPI** prior to recording, if the number is not on the document or is not valid, the document will be rejected and a \$5.00 rejection fee per document will be charged. **PLEASE NOTE THIS NUMBER IS AT LEAST 14 DIGITS IN LENGTH, 17 FOR CONDOS.**

**The fee for verification of PROPERTY I.D. number - UPI will be \$10.00 per document, per parcel.**

### **Placement of PROPERTY I.D. Number - UPI**

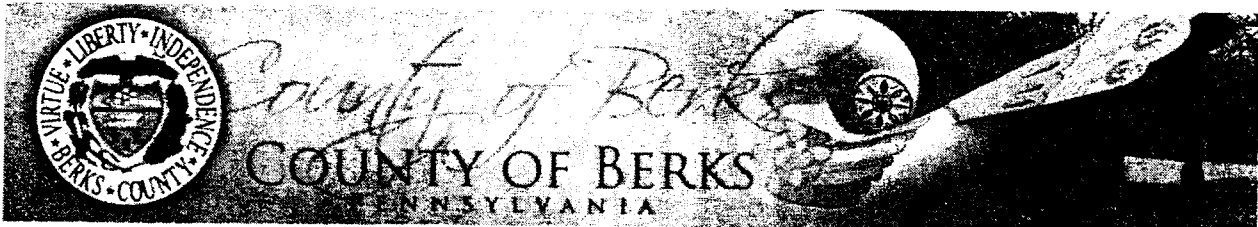
The **PROPERTY I.D. number - UPI** must be typed without dashes or other punctuation within the first four inches of the first page or cover page of each document along with the physical address of the parcel. The **PROPERTY I.D. number - UPI** may be obtained using the Berks County Assessment Parcel Search available at:

[www.CountyOfBerks.com/dept/assessment](http://www.CountyOfBerks.com/dept/assessment) Please note we are asking for the **PROPERTY I.D. Number - UPI**, not the Account, Label point, or Map PIN numbers.

**Please continue to scroll down through all the instructions to locate the PROPERTY I.D. Number - UPI**

Step 1:

go to: [www.countyofberks.com/dept/assessment](http://www.countyofberks.com/dept/assessment)



Home Berks County Departments Municipalities Police Departments Fire Companies Search this site... Select Language ▼

[Berks County](#) > [County Departments](#) > Assessment

- Home
- Forms
- Homestead/Farmstead Exclusion
- School & Municipal Contacts ▶
- Berks County Tax Information ▶
- Act 319 Clean & Green ▶
- Tax Maps
- Berks County Municipal Tax Collectors
- Calendar of Events

### WELCOME TO THE BERKS COUNTY ASSESSMENT OFFICE

Brenda S. Shaw, CPE, Director

The mission of the Real Estate Department is to maintain the quality of services that are offered to taxpayers, municipalities and school districts of Berks County. The main responsibility of the Real Estate Office is to make sure that all assessments are fair and equitable. The Assessment Office maintains ownership and assessments records for parcels within Berks County and ensures that all new construction is measured, described and assessed. The Assessment Office works with property owners, municipalities, tax collectors and school districts concerning assessments.

#### Assessment Highlights

##### [Assessment Appeal Notice](#)

Contains information on clarifying assessments & the appeal procedure

##### [Assessment FAQs](#) (Frequently Asked Questions)

What is an assessment? How calculated? etc.

##### [Berks County Assessment](#)

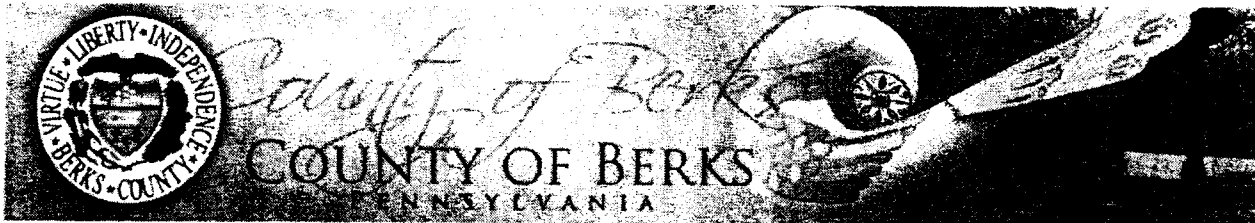
##### [Parcel Search](#)

Use the parcel search to research property owner information by Name, Address, or Parcel Number

#### CONTACT INFORMATION

Address: Berks County Assessment Office  
Berks County Services Center 3rd Floor  
633 Court Street  
Reading, PA 19601  
Phone: 610-478-6262  
FAX: 610-478-6261  
E-mail: [assessment@countyofberks.com](mailto:assessment@countyofberks.com)

Step 2: Click here to access  
Parcel Search



Home Berks County Departments Municipalities Police Departments Fire Companies site... Select Language ▼  
Berks County > County Departments > Geographic Information Systems (GIS)

- GIS Home
- History
- GIS Data Access & Policy Information
- Web Mapping Applications
- Map Gallery ▶
- FAQs
- Resources & Links

**Berks County Assessment Parcel Search Applications:**



Step 3: →  
Click Here  
For Parcel  
Search

**NEW**  
**Berks Assessment Parcel Search** - Search parcel data by Owner Name, Property ID (PROPID/UPI), Map PIN, Site Location (Physical Address).

**RETIRING MARCH 2015**  
**Berks Assessment Parcel Search** - Traditional Parcel Search Application

# Step 4: Search By Name or Address

Home | Map

## Assessment Parcel Search

Owner Name

Property ID

Map PIN

Site Location

### Parcel Search Home Page

Choose one of the options on the Left to begin searching.

↑  
Click Here for  
Address Search

Step: 5

Home | Map

**Assessment Parcel Search**

Owner Name

Property ID

Map PIN

Site Location

**Search By Site Location:**

(Examples: 633 Court St, 633 Court)

633 Court

**Hints:**

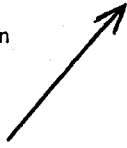
Search by the street number, street name, and two letter street type (ST, RD, CT, etc.) without punctuation

The search may be conducted on just street name

The search is not case sensitive

[ Search ]

Enter  
Address



Step 6:

Home | Map

### Assessment Parcel Search

Owner Name  
Property ID  
Map PIN  
Site Location

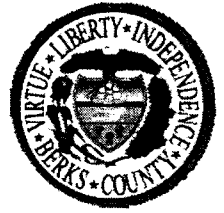
#### Search Results

Name & Location	Municipality	Property ID	Map PIN	
BERKS COUNTY % COUNTY TREASURERS OFFICE 633 COURT ST	READING	07530784808607	530784808607	<a href="#">Details</a>   <a href="#">Map</a>

↑  
This is the  
UPI / Property ID  
number (ranging  
from 14 to 17  
digits).

↑  
Click here  
for more  
Property data

County of Berks  
Parcel Search  
Report



**Ownership Information**

UPI / Property ID: 07530784808607

Location Address: 633 COURT ST

Owner's Name: BERKS COUNTY  
% COUNTY TREASURERS OFFICE

Mailing Address: 633 COURT ST READING PA 19601

Municipality: READING

School District: READING

Map PIN: 530784808607

Account #: 07025650

**Recorded Documents**

Deed / Instrument #: 2055 1272

Deed Date: 19890227

Deed Amount: 257000

Deed Reference 1:

Deed Reference 2:

Plan:

Lot:

**Property Details**

Homestead Status: NOT ENROLLED

Market Land Value: 1638000

Assessed Land Value: 1638000

Building Value: 49380400

Total Assessed Value: 51018400

Property Class: EXEMPT

Land Use Code: 9930

Clean & Green Year:

Net Acreage: 1.00

Description: EXEMPT BUILDING

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GIS Data General Agreement and Terms