



BLOCK AND LOT CORRECTION & UPDATE LETTER

DATE: _____

Block & Lot Correction

The enclosed _____ (Mortgage, Deed, UCC, etc.) recorded on _____ (Date). On Lib
er/Reel _____ Page _____ FT _____
CRFN _____ File number _____ was recorded against Tax Bl
ock(s) _____ Lot(s) _____. The document actually affects
Tax Block(s) _____ Lot(s) _____

Name Update

The enclosed _____ (Mortgage, Deed, UCC, etc.) recorded on _____ (Date). On Lib
er/Reel _____ Page _____ FT _____
CRFN _____ File number _____ was recorded against
Tax Block(s) _____ Lot(s) _____. The document was entered
under the incorrect name, which was _____, however the name should be
_____.

Mortgage Amount Correction (For Cover Page ONLY)

The enclosed _____ (Mortgage, Deed, UCC, etc.) recorded on _____ (Date). On Lib
er/Reel _____ Page _____ FT _____
CRFN _____ File number _____ was recorded against Tax Bl
ock(s) _____ Lot(s) _____; however the Mortgage amount was listed in
correctly on the cover page. Mortgage amount listed _____. However,
it should be _____.

UCC Expiration Date Correction

The enclosed UCC recorded on _____ (Date) Expected Expiration Date _____. On Lib
er/Reel _____ Page _____ FT _____
CRFN _____ File number _____ was recorded against
Tax Block(s) _____ Lot(s) _____.

Please review the matter and take the necessary steps to correct the index.

Attached are the copies of the document(s) in question.

Name _____ Contact Number _____
Address _____