

# MONMOUTH COUNTY INDEXING AND DATA ENTRY GUIDELINES

**NEVER USE THE WORD "THE" TO BEGIN A NAME, COMPANY OR ADDRESS**

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- TAX SALE CERTIFICATES
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- CITIES, TOWNS, BOROUGHES AND STATE OR GOVERNMENT AGENCIES

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## NAMES

***NO PUNCTUATION IS TO BE USED WHEN ENTERING PERSONAL NAMES OR ADDRESSES EXCEPT FOR HYPHONATED NAMES, WHICH MUST BE BOTH WAYS.***

	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
EX: DENNIS J O'LEARY	= OLEARY	DENNIS	J
MARY SMITH-JONES	= JONES	MARY SMITH	
	= SMITH-JONES	MARY	
JOAN VON ARX	= VONARX	JOAN	
JOHN ST. JAMES	= STJAMES	JOHN	

JUNIOR, SENIOR, II, III ARE ENTERED IN THE FIRST NAME FIELD AFTER FIRST NAME, MIDDLE NAMES AND/OR INITIALS - **IN THIS INSTANCE DO NOT USE MIDDLE INITIAL FIELD.**

	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
EX: JOHN J SMITH JR	= SMITH	JOHN J JR	-

IF A PARTY HAS MULTIPLE MIDDLE NAMES OR MULTIPLE INITIALS, ENTER THEM ALL IN THE FIRST NAME FIELD AFTER THE FIRST NAME - **DO NOT USE MIDDLE INTIAL FIELD**

	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
EX: BOBBY JO JANE C PALMER =	PALMER	BOBBY JO JANE C	-

**DO NOT ENTER TITLES WHEN ENTERING PARTY NAMES EX: DR, REV, SISTER, FATHER ETC**

## **COMPANY NAMES**

**COMPANY NAMES ARE ENTERED AS SHOWN ON DOCUMENT**

EX: M.M.M. CORPORATION = M.M.M. CORP  
MMM CORPORATION = MMM CORP  
M-M-M CORPORATION = M-M-M CORP

## **ABBREVIATIONS**

**ABBREVIATIONS MAY BY USED AT THE END OF A COMPANY NAME, CHOOSE FROM THE FOLLOWING LIST:**

NA=NATIONAL ASSOCIATION  
CORP=CORPORATION  
CO=COMPANY  
INC=INCORPORATION  
NJ=NEW JERSEY - ONLY AT THE END OF NAME (EX: PNC BANK NJ)  
ALL OTHER STATES MUST BE ENTERED AS THEY APPEAR ON THE DOCUMENT  
ASSN=ASSOCIATION  
ASSOC=ASSOCIATES  
LLC=LIMITED LIABILITY COMPANY  
BORO-BOROUGH  
TWP=TOWNSHIP

**THESE ABBREVIATIONS MAY BE USED ANYWHERE:**

& INSTEAD OF AND  
DEPT INSTEAD OF DEPARTMENT  
DIV INSTEAD OF DIVISION

## EXTENSIONS

The extension field is used primarily when entering deeds and final judgements but is not limited to those instrument types. Whenever you are entering information that includes estates, nominees, executors, dba, aka, etc. you should choose the appropriate extension from the drop down list and enter the information in both forms.

Ex: For a deceased person, enter name then EST in extension, such as:

John J Jones Jr,deceased =	Jones John J Jr	Extension = est
John A Smith,executor =	Smith John A	Extension = exr
Jane A Smith,executrix =	Smith Jane A	Extension = exrx

Jane A Smith formerly known as Jane A Doe is entered twice as:

Smith Jane A	Extension = fka
Doe Jane A	Extension = fka

American Home Mortgage dba AH Mortgage will be entered twice as:

American Home Mortgage	Extension = dba
AH Mortgage	Extension = dba
Sheriffs Deeds	Extension = by sheriff

Deeds signed by POA –enter as deponent and as agent

Ex: John Smith POA for Jane Smith will be entered twice as:

Smith John	Extension = Atty
Smith Jane	Extension = by Atty

## NUMBERS

When entering numbers as part of a proper name the following rules apply:  
If the name begins with the number, you must spell it out; if the number appears within the name use the numeric form.

Examples: 114 Custom Realty Company =  
One Hundred Fourteen Custom Realty Co  
Custom Realty 114 Company = Custom Realty 114 Co

**Do not enter numbers directly after a name unless they are a part of the proper name of a company.**

## **MORTGAGES**

When entering mortgages you must index the name of the lender. If the lender has a nominee as in the case of MERS you will make two entries under party name and also make entries in the extension field

EX: 1)AMERICAN HOME FUNDING INC (EXTENSION= BY NOMINEE)

-OR- 2)MORTGAGE ELECTRONIC REGISTRATION SYSTEMS (EXT = NOMINEE)

If MERS is spelled out Mortgage Electronic Registration Systems you must also spell it completely do not abbreviate as MERS.

## **TAX SALE CERTIFICATES**

May be indexed under

Unknown owner

Unknown owners

“ tenant

“ tenants

“ occupant

“ occupants

Jane Doe

John Doe

**Do not enter numbers directly after a name unless they are a part of the proper name of a company.**

## **MILITARY DISCHARGES**

**Military discharges may be indexed under the branch of service (Air Force, Army, Navy, Army Reserve, Coast Guard, Marine Corp) not under United State of America.**

# CITIES, TOWNS, BOROUGHS AND STATE OR GOVERNMENT AGENCIES

All cities, towns, boroughs and state or government agencies are to be entered with name of city, town, state etc. first, and then the agency.

**EX:**

UNITED STATES OF AMERICA DEPT OF AGRICULTURE  
UNITED STATES OF AMERICA DEPT OF EDUCATION  
UNITED STATES OF AMERICA DEPT OF JUSTICE  
UNITED STATES OF AMERICA BY HUD  
UNITED STATES OF AMERICA BY FHA  
UNITED STATES OF AMERICA BY ARMY CORPS OF ENGINEERS  
“ BANKRUPTCY COURT  
“ COAST GUARD  
“ DISTRICT COURT  
“ DRUG ADM FARM SERVICE AGENCY  
“ FDA  
“ IRS  
“ MARSHAL  
“ RURAL DEV  
“ SBA  
“ VA

**New Jersey State Dept of Comm Affairs**

**New Jersey State Dept of EP**

“ “ “ “ “ Human Resources  
“ “ “ “ “ Interior  
“ “ “ “ “ Labor  
Law & Public Safety  
Military & Veterans Affairs  
Transportation  
Treasury  
Treasurer

**New Jersey State Div of Developmental Disabilities**

“ “ “ “ “ Taxation  
Revenue  
Medical Assistance & Health Services  
Motor Vehicles  
Social Services  
Unemployment & Disability Ins

**New Jersey State Bd of Medical Examiners**

“ “ “ Delaware & Raritan Canal Commission

**Economic Development Authority  
Employment Security Agency  
Higher Education  
Highway Authority  
Historic Trust  
Inheritance Tax Bureau  
Office of Public Defender  
Tidelands Resource council  
Violent Crimes Compensation Board**

**Monmouth County Bd of Chosen Freeholders  
Monmouth County Dept of Comm Affairs  
Monmouth County Comm Development Housing Improvement Program**

**Asbury Park City  
Neptune City  
Neptune Twp  
Manalapan Twp  
Freehold Boro**