

Recording Requirements:

Acknowledgements:

- 1) All acknowledgements must include State and County where acknowledgement is taken, date, persons, corporate officers or partners, title and name of corporation or partnership.
- 2) Notary signature must be signed exactly as commissioned on stamp.
- 3) Notary stamp must be legible (see chapter 12 of the Pennsylvania Notary Law)
- 4) Acknowledgement date cannot predate document date.

Statement of Value:

- 1) The Pa Dept of Revenue requires that these forms be filled out completely.
- 2) Required in duplicate.
- 3) Statement of values must accompany all transfers not stating a full and complete value or when claiming an exemption, except for a family exemption which must be clearly stated on the document.

Documents presented for recording with property located in more than one municipality must file a Statement of Value stating the percentage in whole numbers as to the division of local transfer tax.

Re-Recordings must have a new acknowledgement and an explanation as to why they are being re-recorded stated on the document.

All Deeds, Mortgages, and Mortgage Assignments must have a certification of address (of the grantee, mortgagee, or assignee) and must be signed.

All Mortgage Assignments, with previous assignments, are required to include an assignment history.

Documents presented for recording must be legible and able to be scanned clearly to our system. Illegible documents will be rejected. Minimum font size of 9 or larger is required. Colored documents not acceptable for recording

Each taxable document must have its own recording check.

Multiple documents constituting one transaction must be clearly numbered as to the proper order in which they are to be recorded.

We require a one inch margin across the top of all pages.

Please do not staple document.

We require self addressed stamped envelopes (of sufficient size), for the documents to be returned.

All recording fees must be for the exact amount. We do not give refunds. We will keep any overages \$5.00 or less. If your overages are over \$5.00 your document will be returned.

If the document has satisfied the recording requirements and all fees and taxes are paid, we will accept the document for recording. We do not check the accuracy of the information in each document. In no way do we certify if a document's contents are correct.