

Administrative Recording Requirements
State of Pennsylvania

Marital State: No - unless a divorce is pending
Trust State: No
Mortgage State: No

Recording Structure: 67 counties / Recorder of Deeds

Required Documents: **Realty Transfer Tax Statement of Value (REV-183)**
<http://www.phila.gov/records/docRecRegs072204.pdf>

NOTE: property location on this form must match the legal description (township, borough, etc)

Philadelphia also requires:

Philadelphia Real Estate Transfer Tax Certificate Form 82-127

<http://www.phila.gov/records/GeneralInformation/DepartmentForms.html>

Inquiries: (215) 686-2261 or FAX (215) 686-2273

Required Statement: **Certificate of Residence** as follows:

"I do certify that the precise address of the within named (grantee/assignee/mortgagee/etc) is _____.

Signed: _____"

Formatting of Documents:

Format specified / penalty fee applies in some counties for non-compliance

Philadelphia has special formatting requirements >PULL<

20 lb opaque white paper

one-sided only

8 1/2 x 11 only

Prepared by name and address must in left hand top margin

Return to name and address must be in left hand top margin

1 1/2" top and bottom margins

10 point font size

Black ink

No handwritten forms

UPI or CPN number required in some counties

All pages must be sequentially numbered

Some counties require a cover sheet at the end of the document

Must be legible for photo duplication

Legal Description: Must include borough/township , map and parcel numbers for all documents

Other Requirements: All signatures must include printed name underneath and both must match exactly
Corporate signatures must include company name and title underneath. Name and signature must match exactly
Mailing address for all involved parties must be included and must include 9 digit zip code
Notary certification must include date, expiration date, printed name, stamp or seal. Stamp/seal cannot overlap any other text
Many counties require self addressed stamped envelope
Re-Records require new deed form and a copy of prior deed; some counties also require an affidavit stating the reason for the correction
Transfer Tax includes state tax plus township tax. Verify township tax amount with municipality
Satisfactions must include previously recorded date, book & page
Subordinations cannot include "not to exceed" in verbiage
UCC Filings must be sent as follows: Pennsylvania Dept of State, Corporation Bureau, Room 206, North Office Bldg, Harrisburg, PA 17105 (717) 787-6802

Check Information: Many counties require three separate checks: (1) Recording fees, (2) State tax, and (3) County tax

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 11 months (in Philadelphia)

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Pennsylvania County Specifics

Allegheny County	Required back cover sheet
Beaver County	Borough of Osborne is now the Borough of Glen Osborne (if incorrect name is used, documents will be rejected) Will not record documents concurrently
Berks County	Corrective liquid and/or tape is not accepted. Must cross out and write correction underneath
Bucks County	Clarity copies are not accepted Deeds in the following must be registered with municipality prior to being recorded: Sellersville, Perkasio, Quakertown, New Britain, Newtown, Doylestown Borough, Morrisville Borough, Buckingham, Lower Southampton, West Rockhill, and Wrightstown
Wrightstown	Send forms with \$ 25 and self addressed stamped envelope to: Clerk of Wrightstown Township, 2203 2nd St Pike, Wrightstown, PA 18940
Centre County	Deeds must be have tax stamp prior to recording. Send to tax office with instructions to forward to recorder. Include \$ 10 per parcel number: Centre Tax Assessments Office, 420 Home Street, Bellefonte, PA 16823
Chester County	Tax ID number (different from parcel number) must be formatted correctly and must be typed on the first page
Cumberland County	Tax Parcel number must be listed on the first page and must be certified by the tax assessment office when recording. Fee is \$ 10 payable to Recorder of Deeds
Delaware County	Required back cover sheet Satisfactions require loan amount Deeds must include duplicate copy
City of Chester	City of Chester Property Registration Form http://www.chestercity.com/Property%20Registration.pdf
Fulton County	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county
Lackawanna County	Statement of Value is not required when transferring between spouses
Lancaster County	Statement of Value must include duplicate copy
Lehigh County	Death certificates not recorded Penalty fee per document for non-compliance to formatting standards
Luzerne County	Certified PIN obtained via Tax Assessor: 200 N. River Street, Wilkes-Barre, PA 18711 \$ 10 payable to Luzerne County Treasurer (include self addressed stamped envelope)
Monroe County	Exemption reason must be typed on first page of documents
Montgomery County	Notary stamps must have straight line border Several townships require deeds to pre-registered prior to recording, including: Abington, Cheltenham, Conshohocken, East Norriton, Lower Merion, Plymouth, Springfield, Upper Merion, West Conshohocken
Lower Merion	Requires pre-registration, include Real Estate Form, Property Resale Certification, and \$ 100 fee
North Wales	Send original and copy of deed with check for \$ 10 to borough with a self addressed stamped envelope for return.
Northampton County	Prior documents must be referenced by state volume and page, not instrument number
Philadelphia (City of)	Philadelphia Transfer Tax Form required in addition to state transfer form Philadelphia Real Estate Transfer Tax Certificate Form 82-127 http://www.phila.gov/records/GeneralInformation/DepartmentForms.html (215) 686-2261 or FAX (215) 686-2273
	Abstractor services recommended
Schuylkill County	Certified PIN obtained via Tax Assessor: 401 N. Second Street, Pottsville, PA 17901 \$ 10 payable to Schuylkill County Treasurer (include self addressed stamped envelope)
Union County	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county