



## 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

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.  
Recording Requirements are subject to change at any time without notice.

**Blanket Assignments:** Generally accepted for an additional fee  
**Blanket Releases:** Generally accepted for an additional fee

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

**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, Perkasie, 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