

## Armstrong County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Armstrong County Recorder of Deeds  
County Courthouse  
500 Market St.  
Kittanning, PA 16201-1495

**PHONE:** 724-548-3256

### Courier Delivery

Attn: Real Estate Recording  
Armstrong County Recorder of Deeds  
County Courthouse  
500 Market St.  
Kittanning, PA 16201

**FAX:** 724-548-3236

**MAKE CHECKS PAYABLE TO:** Armstrong County Recorder of Deeds

Cashier's Check/Money Order: Not Required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$41.50 up to and including four pages
Amendment/Modification	.....	\$20.50 up to and including four pages
Assignment	.....	\$30.50 up to and including four pages
Satisfaction Piece	.....	\$30.50 up to and including four pages (see note 2)

### ADDITIONAL RECORDING FEES:

Additional pages and attachments	.....	\$2.00 per additional page
Indexing fee	.....	\$0.50 per name after first four
Pages larger than 8 1/2" by 14"	.....	Not Accepted

### RECORDING FEE NOTES:

- This office still requires a recorded copy of the mortgage to accompany the satisfaction piece. It does not have to be certified.

### TRANSFER AND FINANCING FEES/TAXES:

State Realty Transfer Tax	.....	\$0.01 times consideration or fair market value
Local Realty Transfer Tax	.....	\$0.01 times consideration or fair market value

Pay each tax and the recording fees with three separate checks to the Recorder of Deeds.

### SEARCHES, COPIES AND CERTIFICATION:

This office does not perform any searches of real estate records.

Copies made by office	.....	\$1.00 per page
Certification (in addition to copy fees)	.....	\$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Document #.
- This office will provide Conformed Copies. No additional fee. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are not accepted.
- Blanket releases are not accepted.
- Originals of real estate documents are always returned after recording.
- A self addressed stamped return envelope of the proper size is required.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Grantor/Grantee
- Parcel identification number is required on all documents.
- Common document errors include incorrect fee, signatures do not agree with printed name, notarial certificate incomplete or seal missing, stamped envelope not included, and missing parcel identification number and municipality name.
- This office reports a document turnaround time of 2-3 weeks
- Most recent annual document volume reported by this office: 12930

### LEGAL DESCRIPTION:

Legal description required only with deeds and mortgages (trust deeds).

### PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: Map #

PIN Format example: 100.00-01-00

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Beverly Claypool Casella, Recorder of Deeds  
Other officials: Sandra Romanowski, Deputy I  
Lori Hirst, Deputy II