

## Beaver County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Beaver County Recorder of Deeds  
County Courthouse, Bldg. B  
3rd Street  
Beaver, PA 15009

PHONE: 724-728-5700

### Courier Delivery

Attn: Real Estate Recording  
Beaver County Recorder of Deeds  
County Courthouse, Bldg. B  
3rd Street  
Beaver, PA 15009

FAX: 724-728-8479

INTERNET: <http://www.co.beaver.pa.us/recorder/index.htm>

MAKE CHECKS PAYABLE TO: Beaver 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	.....	\$18.50 up to and including four pages
Assignment	.....	\$28.50 up to and including four pages
Satisfaction Piece	.....	\$28.50 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
Multiple assignments or releases	.....	\$5.00 per reference after first

### RECORDING FEE NOTES:

1. Limit blanket assignments to 10 per instrument.
2. The original mortgage or certified copy thereof is no longer required to accompany a satisfaction piece, although it may.

### 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 for first page (minimum \$5.00 by mail)
	.....	\$1.00 per additional page
Certification (in addition to copy fees)	.....	\$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Type (Deed/Mtg/Misc), Book & Page; now Instrument #. Example: Deed Book 1700, Page 001
- This office does not provide Conformed Copies.
- Blanket assignments are 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: Mortgagor/Mortgagee
- 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 same day
- Most recent annual document volume reported by this office: 33983

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### ON-LINE SEARCHING:

[www.co.beaver.pa.us/recorder/index.htm](http://www.co.beaver.pa.us/recorder/index.htm)

### RECORDING OFFICE STAFF

Head official: Janice Jeschke-Beall (jbeall@co.beaver.pa.us), Recorder of Deeds  
Other officials: Chrislyn M Hardesty, Chief Deputy  
Frank M Vescio, Supervising Deputy