

## Butler County, Pennsylvania

**US Postal Service Delivery**  
 Attn: Real Estate Recording  
 Butler County Recorder of Deeds  
 P.O. Box 1208  
 Butler, PA 16003-1208

**Courier Delivery**  
 Attn: Real Estate Recording  
 Butler County Recorder of Deeds  
 124 West Diamond St.  
 County Government Bldg.  
 Butler, PA 16001

**PHONE:** 724-284-5340

**FAX:** 724-285-9099

**INTERNET:** <http://www.co.butler.pa.us>

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$38.50 up to and including four pages
Amendment/Modification	.....	\$30.50 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	.....	\$1.00 per name after first four
Multiple references (marginal notation)	.....	\$2.00 per reference after first
Parcel numbers on deed or mortgage	.....	\$0.50 per parcel after first

### RECORDING FEE NOTES:

- 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 the taxes and the recording fees with one check to the Recorder of Deeds.

### SEARCHES, COPIES AND CERTIFICATION:

This office will perform limited 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: Record Book & Page; Document #. Example: Record Book 3038 page 1; 200405010012345
- This office will provide Conformed Copies. No additional fee. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are accepted.
- Originals of real estate documents are always returned after recording.
- A self addressed stamped return envelope of the proper size is requested.
- 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 2-3 weeks
- Most recent annual document volume reported by this office: 40874

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Michele M Mustello (mmustell@co.butler.pa.us), Recorder Of Deeds