

## Carbon County, Pennsylvania

**US Postal Service Delivery**  
 Attn: Real Estate Recording  
 Carbon County Recorder of Deeds  
 P.O. Box 89  
 Jim Thorpe, PA 18229-0089

**Courier Delivery**  
 Attn: Real Estate Recording  
 Carbon County Recorder of Deeds  
 Courthouse Annexe  
 Rte. 209 & Hazard Square  
 Jim Thorpe, PA 18229

**PHONE:** 570-325-2651

**FAX:** 570-325-2726

**INTERNET:** <http://www.carboncounty.org>

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	..... \$44.50 up to and including four pages
Amendment/Modification	..... \$38.50 up to and including four pages
Assignment	..... \$38.50 up to and including four pages
Satisfaction Piece	..... \$38.50 up to and including four pages (see note 2)

### ADDITIONAL RECORDING FEES:

Additional pages and attachments	..... \$4.00 per additional page (\$2.00 for assignment or satisfactio
Indexing fee	..... \$0.50 per name after first four
Multiple references (marginal notation)	..... No Additional Charge
Parcel numbers on deed or mortgage	..... \$0.50 per parcel after four

### RECORDING FEE NOTES:

- This office still requires the original mortgage or certified copy to accompany a satisfaction piece, although the law only requires a copy of the first recorded page of the mortgage.

### 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

### SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	..... \$0.50 per page
Certification (in addition to copy fees)	..... \$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page.
- This office will provide Conformed Copies. 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, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- 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 days
- Most recent annual document volume reported by this office: 17800

### 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: Tax #

PIN Format example: 22A-51-EV117; 70A10-30-R20= up to 5 #'s or letters-2 #'s-up to 5 letters or #'s

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Emmett P McCall, Recorder of Deeds  
 Other officials: Anita Dietrich, Deputy I  
 Shelly Kurdziel, Deputy II