

All Others, Chester County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Chester County Recorder of Deeds
P.O. Box 2748
West Chester, PA 19380

PHONE: 610-344-6331

INTERNET: <http://dsf.chesco.org/recorder>

MAKE CHECKS PAYABLE TO: Chester County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Attn: Real Estate Recording
Chester County Recorder of Deeds
121 North Walnut St., Suite 100
West Chester, PA 19380

FAX: 610-344-6408

BASIC RECORDING FEES

Deed/Mortgage	\$46.50 up to and including four pages
Amendment/Modification	\$46.50 up to and including four pages
Assignment	\$33.50 up to and including four pages
Satisfaction Piece	\$33.50 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 satisfacti
Indexing fee	See note 1
Non-standard document	\$25.00 per document (see state summary)
Tract or parcel description on deed	\$1.00 per tract after first (deed or mortgage)

RECORDING FEE NOTES:

1. Indexing fee is \$1.00 for each name after the first four on deeds, mortgages, and mortgage modifications, and \$.50 for each name after the first four on other documents.
2. Satisfaction piece does not need to have original mortgage or a certified copy accompanying it to be accepted.
3. Basic fee includes parcel identification number certification fee for one parcel. Add \$5.00 for each additional parcel identification number on a document.

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

Local tax is 1.5% for Tredyffrin; 2% for Coatesville City. Pay each tax and the recording fee with three separate checks to Recorder c personal checks accepted.

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	\$5.00 per page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Type, Book & Page.
- This office will provide Conformed Copies. \$1.00 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: Index
- Index for Mortgages: Index
- Submit two self addressed stamped envelopes with all documents.
- Completed registration form must be submitted with deeds for City of Coatesville and South Coatesville. Forms are available on the office web site.
- 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 5 weeks*
- Most recent annual document volume reported by this office: 134294

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: UPI

PIN Format example: 36-3-2

ON-LINE SEARCHING:

<http://dsf.chesco.org/recorder>, this complimentary site contains images of documents recorded from 10/01/01 to the present, along with index data from 1960 and earlier.

RECORDING OFFICE STAFF

Head official: Terence Farrell, Recorder of Deeds

Other officials: Ruth Haganir, Deputy

Coatesville, Chester County, Pennsylvania

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- This office reports a document turnaround time of 5 weeks*
- Most recent annual document volume reported by this office: 134294

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Tredyffrin, Chester County, Pennsylvania

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