

## All Others, Clinton County, Pennsylvania

**US Postal Service Delivery**  
 Attn: Real Estate Recording  
 Clinton County Recorder of Deeds  
 P.O. Box 943  
 Lock Haven, PA 17745

**Courier Delivery**  
 Attn: Real Estate Recording  
 Clinton County Recorder of Deeds  
 Courthouse  
 230 East Water St., Room 103  
 Lock Haven, PA 17745

**PHONE:** 570-893-4010

**FAX:** 570-893-4273

**INTERNET:** <http://www.clintoncountypa.com>

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed	.....	\$57.00 up to and including four pages (see note 1)
Mortgage	.....	\$42.00 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
Multiple assignments or releases	.....	\$2.00 per reference after first
Pages larger than 8 1/2" by 14"	.....	Not Accepted

### RECORDING FEE NOTES:

1. Deed fee includes \$15.00 for the first required PIN number. Add \$15.00 for each additional PIN number.
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 local tax and the recording fee with one check, and the state tax with a separate check, payable to the Recorder of Deeds. Local Transfer Tax is 1/2% in the townships of Colebrook, East Keating and Logan.

### 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; Instrument # after 1/1/2003. Example: 51234567
- 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.
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- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: General Index
- Index for Mortgages: General Index
- 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 1 day
- Most recent annual document volume reported by this office: 7504

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds.

PIN Name: UPI

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Gail M Gephart, Recorder of Deeds  
 Other officials: Jennifer Hoy (jhoy@clintoncountypa.com), Deputy ROD

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