

Elk County, Pennsylvania

US Postal Service Delivery
 Attn: Real Estate Recording
 Elk County Recorder of Deeds
 P.O. Box 314
 Ridgway, PA 15853-0314

Courier Delivery
 Attn: Real Estate Recording
 Elk County Recorder of Deeds
 Main Street & Court Street
 Courthouse
 Ridgway, PA 15853

PHONE: 814-776-5349

FAX: 814-776-5382

INTERNET: <http://www.co.elk.pa.us>

MAKE CHECKS PAYABLE TO: Elk County Recorder of Deeds

Cashier's Check/Money Order: Required from remitters with previous history of bad checks.

BASIC RECORDING FEES

Deed/Mortgage	\$41.50 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
Pages larger than 8 1/2" by 14"	Not Accepted

RECORDING FEE NOTES:

- The original mortgage or certified copy thereof is no longer required to accompany a satisfaction piece. Submit only a legible copy of the first recorded page of the original mortgage with the satisfaction piece.

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	\$0.50 per page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page. Example: 323/62795
- This office will provide Conformed Copies. \$0.50 per page. 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: Record Index
- Index for Mortgages: Record 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 week
- Most recent annual document volume reported by this office: 6058

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: P W Weidenboerner, Recorder
 Other officials: Betty Kosick, Deputy