

## Forest County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Forest County Recorder of Deeds  
Courthouse  
526 Elm St., #2  
Tionesta, PA 16353

**PHONE:** 814-755-3526

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

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

Cashier's Check/Money Order: Not required.

### Courier Delivery

Attn: Real Estate Recording  
Forest County Recorder of Deeds  
Courthouse  
526 Elm St., #2  
Tionesta, PA 16353

**FAX:** 814-755-8837

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$28.50 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
Affidavit of Value with deed	.....	\$1.00 per affidavit

### 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	.....	\$2.00 for the first four pages
	.....	\$0.25 per additional page
Certification (in addition to copy fees)	.....	\$2.00

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Record Book & Page. Example: Record BK 182 Pg 1
- 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, 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 1 month\*
- Most recent annual document volume reported by this office: 1612

### LEGAL DESCRIPTION:

Legal description required with all real estate instruments to be recorded.

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Tammy McKee-Schwab, Recorder  
Other officials: Dawn Millin, Deputy  
Miriah Saxton, Clerk