

## Huntingdon County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Huntingdon County Recorder of Deeds  
223 Penn Street  
Courthouse  
Huntingdon, PA 16652

**PHONE:** 814-643-2740

### Courier Delivery

Attn: Real Estate Recording  
Huntingdon County Recorder of Deeds  
223 Penn Street  
Courthouse  
Huntingdon, PA 16652

**FAX:** Not available

**INTERNET:** <http://www.huntingdoncounty.net>

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

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

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$28.50 up to and including four pages
Amendment/Modification	.....	\$30.50 up to and including four pages
Assignment	.....	\$30.50 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	.....	\$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, 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 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: 325-469
- This office does not provide 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 requested.
- 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
- 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 3 days
- Most recent annual document volume reported by this office: 9135

### 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 Parcel ID #

PIN Format example: 12-34-56.78

### ON-LINE SEARCHING:

Call 814-472-6066 for information.

### RECORDING OFFICE STAFF

Head official: Janet E Hanks, Recorder of Deeds  
Other officials: Mary Ann Walters, Deputy  
Jodi Anderson, Deputy