

Jefferson County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Jefferson County Recorder of Deeds
200 Main Street
Courthouse
Brookville, PA 15825

PHONE: 814-849-1610

Courier Delivery

Attn: Real Estate Recording
Jefferson County Recorder of Deeds
200 Main Street
Courthouse
Brookville, PA 15825

FAX: 814-849-1677

MAKE CHECKS PAYABLE TO: Jefferson County Recorder of Deeds

Cashier's Check/Money Order: Not required.

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	\$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
Affidavit of Value with deed	\$2.00 per affidavit

RECORDING FEE NOTES:

1. All documents must have at least 1" margins on all sides.
2. 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 the taxes and the recording fees with one check to the Recorder of Deeds.

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	\$1.00 per page
Certification (in addition to copy fees)	\$1.50 per page

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: (Deed, Mortgage, Record) Book & Page. Example: Record Book from 3/1/93
- This office will provide Conformed Copies. No additional fee. 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 Book (prior to 3-93 Deed & Mortgage Book System)
- Index for Mortgages: Record Book (prior to 3-93 Deed & Mortgage Book System)
- 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 2 weeks
- Most recent annual document volume reported by this office: 8673

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Format example: 00-000-000 ABCDE

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Diane Maihle Kiehl, Register, Recorder & Clerk of the Orphan's Court