

Lawrence County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Lawrence County Recorder of Deeds
430 Court Street
Government Center
New Castle, PA 16101

PHONE: 724-656-2127

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

Courier Delivery

Attn: Real Estate Recording
Lawrence County Recorder of Deeds
430 Court Street
Government Center
New Castle, PA 16101

FAX: 412-656-1966

MAKE CHECKS PAYABLE TO: Lawrence County Recorder of Deeds

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

Deed/Mortgage	\$38.00 up to and including four pages
Amendment/Modification	\$28.50 up to and including four pages
Assignment	\$28.50 up to and including four pages
Satisfaction Piece	\$28.50 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:

1. Add \$5.00 per document for each parcel identification number on number on deeds, mortgages and assignments for certification of the numbers.
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 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	\$1.00 for the first page
	\$0.50 per additional page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Instrument #. Example: Inst. #1128 BK 1198 PG 021
- 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 required.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Record Books
- Index for Mortgages: Records Books
- 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 1-5 days
- Most recent annual document volume reported by this office: 16645

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: 25-017900

ON-LINE SEARCHING:

Call office for information.

RECORDING OFFICE STAFF

Head official: Janet Kalajainen, Recorder of Deeds
Other officials: Kimberly Disque, Chief Deputy
Tammy Crawford, Deputy Recorder