

Philadelphia County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Philadelphia County Recorder of Deeds
Broad & Market Streets
City Hall Room 111
Philadelphia, PA 19107

PHONE: 215-686-2260

INTERNET: <http://www.phila.gov>

MAKE CHECKS PAYABLE TO: City of Philadelphia

Cashier's Check/Money Order: Not required.

Courier Delivery

Attn: Real Estate Recording
Philadelphia County Recorder of Deeds
Broad & Market Streets
City Hall Room 111
Philadelphia, PA 19107

FAX: 215-686-2273

BASIC RECORDING FEES

Deed	\$156.50 per document
Mortgage	\$126.50 per document
Amendment/Modification	See note 3
Assignment	\$124.50 per document
Satisfaction Piece	\$124.50 per document

ADDITIONAL RECORDING FEES:

Additional pages and attachments	No Additional Charge
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RECORDING FEE NOTES:

1. Effective July 31, 2004, the "Recording Information Summary (RIS)" cover sheet is no longer required.
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.
3. Fee is \$74.50 for a deed amendment or modification. Fee is the same as the basic fee for a mortgage amendment or modification.

TRANSFER AND FINANCING FEES/TAXES:

State Realty Transfer Tax	\$0.01 times consideration or fair market value
Local Realty Transfer Tax	\$0.03 times consideration or fair market value

Pay local tax and the recording fee with one check, and the state tax with a separate check, payable to the Commonwealth of Penns

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	\$2.00 per page
Certification (in addition to copy fees)	\$2.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page.
- 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, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Recorder's Index
- Index for Mortgages: Recorder's Index
- Be sure to include tax parcel number as well as legal description, where required.
- See State Summary for new recording rules that apply only to Philadelphia, effective July 1, 2000.
- 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 5-7 days
- Most recent annual document volume reported by this office: 255624

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

PIN Name: Tax Map #

PIN Format example: District-Map-Block-Lot

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Joan T Decker, Recorder of Deeds