

Schuylkill County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Schuylkill County Recorder of Deeds
401 N. Second St.
Pottsville, PA 17901

PHONE: 570-628-1480

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

MAKE CHECKS PAYABLE TO: Schuylkill County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Attn: Real Estate Recording
Schuylkill County Recorder of Deeds
401 N. Second St.
Pottsville, PA 17901

FAX: Not available

BASIC RECORDING FEES

Deed/Mortgage \$41.50 up to and including four pages (see note 1)
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 \$4.00 per additional page (see note 3)
Indexing fee \$0.50 per name after first four

RECORDING FEE NOTES:

1. The property information number on a deed or mortgage must be certified in advance by the Tax Assessor. See State Summary for details of how to obtain the certification before recording.
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. The fee to record additional pages for a modification, amendment, assignment or satisfaction is \$2.00 per page.

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 state tax with a separate check to Recorder of Deeds.

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office \$8.00 per document
Certification (in addition to copy fees) \$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Type, Book & Page. Example: Misc Book 201 Pg 40
- This office does not provide Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are 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: Grantor/Grantee
- Limit blanket assignments and releases to five per instrument.
- A fee of \$3.00 is charged for rejected documents. Include with resubmission. Include two self addressed stamped envelopes with satisfaction pieces.
- 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 weeks

LEGAL DESCRIPTION:

Legal description required only with deeds and mortgages (trust deeds).

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds, mortgages.

PIN Name: PIN, Tax Parcel ID

PIN Format example: Mortgage & Deed 23-20-100

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: A Matthew Dudish, Recorder of Deeds

Other officials: Jane A Wertz, Deputy ROD