

## Susquehanna County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Susquehanna County Recorder of Deeds  
P.O. Box 218  
Montrose, PA 18801

**PHONE:** 570-278-4600

**INTERNET:** <http://www.susqco.com>

### Courier Delivery

Attn: Real Estate Recording  
Susquehanna County Recorder of Deeds  
11 Maple St.  
Montrose, PA 18801

**FAX:** 570-278-2963

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$41.50 up to and including four pages
Amendment/Modification	.....	\$18.50 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
No original mortgage with satisfaction	.....	\$5.00 per document
Pages larger than 8 1/2" by 14"	.....	Not Accepted
No stamped return envelope	.....	\$1.00 per document

### RECORDING FEE NOTES:

- 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
	.....	\$0.25 per additional page
Certification (in addition to copy fees)	.....	\$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; Instrument # as of 1/5/2004. Example: Book 6 Page 23
- 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: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- This office reports a document turnaround time of 1 week
- Most recent annual document volume reported by this office: 9200

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Mary F Evans, Recorder of Deeds  
Other officials: Michelle Estabrook, Deputy I  
Connie Richie, Deputy II  
Betty Phillips, Deputy III  
Peggy Sprout, Deputy III