

## Warren County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Warren County Recorder of Deeds  
Court House  
204 Fourth St.  
Warren, PA 16365

**PHONE:** 814-728-3430

**INTERNET:** <http://www.warren-county.net>

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

Cashier's Check/Money Order: Not required.

### Courier Delivery

Attn: Real Estate Recording  
Warren County Recorder of Deeds  
Court House  
204 Fourth St.  
Warren, PA 16365

**FAX:** 814-728-3476

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$40.00 up to and including four pages
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	.....	\$2.00 per additional page
Indexing fee	.....	\$0.50 per name after first four
Multiple references (marginal notation)	.....	\$2.00 per reference after first
No stamped return envelope	.....	\$0.40 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

### SEARCHES, COPIES AND CERTIFICATION:

This office will perform limited searches of real estate records.

Copies made by office	.....	\$5.00 per document
Certification (in addition to copy fees)	.....	\$5.00 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page. Example: Record Book 0746 Pg 0000
- This office will provide Conformed Copies. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are 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, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Grantor/Grantee
- 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 months\*
- Most recent annual document volume reported by this office: 8281

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: Parcel ID

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Lori A Bimber (lbimber@warren-county.net), Recorder of Deeds  
Other officials: Joletha Manelick  
Danielle McCauley