

Adams County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Adams County Recorder of Deeds
111-117 Baltimore Street
County Courthouse Room 102
Gettysburg, PA 17325-2398

PHONE: 717-337-9826

Courier Delivery

Attn: Real Estate Recording
Adams County Recorder of Deeds
111-117 Baltimore Street
County Courthouse Room 102
Gettysburg, PA 17325

FAX: 717-334-1758

MAKE CHECKS PAYABLE TO: Adams County Recorder of Deeds

Cashier's Check/Money Order: Not required.

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 \$4.00 per additional page (\$2.00 for assignment or satisfaction)
Indexing fee \$1.00 per name after first four
Multiple assignments on one document \$2.00 per reference after first

RECORDING FEE NOTES:

- Limit blanket assignments to five per instrument.
- The original mortgage or certified copy thereof is no longer required to accompany a satisfaction piece, although it may.

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 \$0.25 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 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 requested.
- 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
- 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 3-4 weeks
- Most recent annual document volume reported by this office: 23000

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: Patsy S Gochenauer, Register & Recorder