

## All Others, Berks County, Pennsylvania

### US Postal Service Delivery

Ellie Antoine  
Berks County Recorder of Deeds  
633 Court St., 3rd Floor  
Reading, PA 19601

**PHONE:** 610-478-3380

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

### Courier Delivery

Ellie Antoine  
Berks County Recorder of Deeds  
633 Court St., 3rd Floor  
Reading, PA 19601

**FAX:** 610-478-3359

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

Cashier's Check/Money Order: Required from remitters with history of bad checks.

### BASIC RECORDING FEES

Deed/Mortgage	..... \$41.00 up to and including four pages
Amendment/Modification	..... \$19.50 up to and including four pages
Assignment	..... \$29.50 up to and including four pages
Satisfaction Piece	..... \$29.50 up to and including four pages

### 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 (deeds and mortgages)
Indexing fee	..... \$0.50 per name after first four (other documents)

### RECORDING FEE NOTES:

1. Recording office adds a blank last page to all documents for recording information. Basic fee has been adjusted to reflect this.
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. If mortgage recorded prior to 1987, add \$5.00 to assignment fee or \$5.00 to satisfaction fee.

### 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
Local transfer tax for City of Reading is 4%.	

### SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	..... \$1.00 per page
Certification (in addition to copy fees)	..... \$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Volume & Page. Example: VI 2602 PG 1404
- 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 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
- Add \$2.00 for marginal notation required for a reference to a mortgage recorded prior to 1987 or for an assignment filed concurrently with a mortgage where the office must add the book & page of the mortgage onto the assignment document.
- 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 2 weeks
- Most recent annual document volume reported by this office: 93000

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### RECORDING OFFICE STAFF

Head official: Ellie Antoine (eantoine@mail.countyofberks.com), Recorder of Deeds

## Reading, Berks County, Pennsylvania

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