

Bradford County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Bradford County Recorder of Deeds
301 Main Street
Courthouse
Towanda, PA 18848

PHONE: 570-265-1702

Courier Delivery

Attn: Real Estate Recording
Bradford County Recorder of Deeds
301 Main Street
Courthouse
Towanda, PA 18848

FAX: 570-265-1721

MAKE CHECKS PAYABLE TO: Bradford County Recorder of Deeds

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

Deed/Mortgage \$46.50 up to and including four pages
Amendment/Modification \$23.50 up to and including four pages
Assignment \$33.50 up to and including four pages
Satisfaction Piece \$33.50 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
Pages larger than 8 1/2" by 14" Not Accepted

RECORDING FEE NOTES:

- This office still requires the original mortgage or certified copy to accompany a satisfaction piece, although the law only requires a copy of the first recorded page of the mortgage.

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 per page
Certification (in addition to copy fees) \$2.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Instrument #.
- This office will provide Conformed Copies. \$2.00 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: Record Book
- Index for Mortgages: Record Book
- 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 week
- Most recent annual document volume reported by this office: 16197

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 #

PIN Format example: Assessment

ON-LINE SEARCHING:

www.landex.com

RECORDING OFFICE STAFF

Head official: Shirley Rockefeller, Recorder of Deeds
Other officials: Cindy Blokzyl, Chief Deputy Recorder
Janice Wilcox, Deputy Register of Wills
Judy Kisner, Deputy-Orphan's Court
Cindy Donovan, Deputy Recorder