

## Clarion County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Clarion County Recorder of Deeds  
Courthouse  
Corner of 5th Ave. & Main St.  
Clarion, PA 16214

**PHONE:** 814-226-4000

**INTERNET:** <http://www.co.clarion.pa.us>

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

Cashier's Check/Money Order: Not required.

### Courier Delivery

Attn: Real Estate Recording  
Clarion County Recorder of Deeds  
Courthouse  
Corner of 5th Ave. & Main St.  
Clarion, PA 16214

**FAX:** 814-226-1117

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$28.50 up to and including four pages
Amendment/Modification	.....	\$30.50 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 assignments or releases	.....	\$2.00 per reference after first
Pages larger than 8 1/2" by 14"	.....	Not Accepted
No stamped return envelope	.....	\$0.50 per document
Parcel numbers on deed or mortgage	.....	\$0.50 per parcel after first
Affidavit of Value with deed	.....	\$2.00 per affidavit

### 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 the taxes and the recording fees with one check 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)	.....	\$4.50 for the first four pages

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Instrument #. Example: Book 444 page 444 Instrument no. VR-# 1995-001
- This office will provide Conformed Copies. No additional fee. Include a self-addressed, stamped envelope for return of 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
- Parcel identification number is required on all documents.
- 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

### 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: PIN or Tax #

PIN Format example: 00-000-000-000

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Gregory K Mortimer ([gmortimer@co.clarion.pa.us](mailto:gmortimer@co.clarion.pa.us)), Recorder of Deeds

Other officials: Pam Runyan, Chief Deputy