

Columbia County, Pennsylvania

US Postal Service Delivery
 Attn: Real Estate Recording
 Columbia County Recorder of Deeds
 P.O. Box 380
 Bloomsburg, PA 17815

Courier Delivery
 Attn: Real Estate Recording
 Columbia County Recorder of Deeds
 35 West Main Street
 Court House
 Bloomsburg, PA 17815

PHONE: 570-389-5632

FAX: 570-389-5636

INTERNET: <http://www.columbiapa.org>

MAKE CHECKS PAYABLE TO: Columbia County Recorder of Deeds

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

| | |
|------------------------|---|
| Deed/Mortgage | \$41.50 up to and including four pages |
| Amendment/Modification | \$18.50 up to and including four pages |
| Assignment | \$28.50 up to and including four pages |
| Satisfaction Piece | \$28.50 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 satisfactio |
| Indexing fee | \$1.00 per name after first four (deeds and mortgages) |
| Indexing fee | \$0.50 per name after first four (other documents) |
| Pages larger than 8 1/2" by 14" | Not Accepted |

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 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 | \$0.50 per page |
| Certification (in addition to copy fees) | \$1.50 per document |

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; Instrument # as of 10/1/99. Example: Book 591 Page 1
- This office will provide Conformed Copies. No additional fee.
- 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: 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 2 days
- Most recent annual document volume reported by this office: 11477

LEGAL DESCRIPTION:

Legal description required with all real estate instruments to be recorded.

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

www.landex.com

RECORDING OFFICE STAFF

Head official: Beverly J Michael (bmichael@columbiapa.org), Recorder of Deeds
 Other officials: Brenda Lupini, Chief Deputy