

Crawford County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Crawford County Recorder of Deeds
Courthouse
903 Diamond Park
Meadville, PA 16335

PHONE: 814-333-7338

Courier Delivery

Attn: Real Estate Recording
Crawford County Recorder of Deeds
Courthouse
903 Diamond Park
Meadville, PA 16335

FAX: 814-337-5296

MAKE CHECKS PAYABLE TO: Crawford 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 | \$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:

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|----------------------------------|--|
| Additional pages and attachments | \$2.00 per additional page |
| Indexing fee | \$0.50 per name after first four |
| Affidavit of Value with deed | \$1.00 per set |

RECORDING FEE NOTES:

- Marginal references fee does not apply to satisfaction pieces.
- 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 state tax with a separate check to Recorder of Deeds.

SEARCHES, COPIES AND CERTIFICATION:

This office will perform limited 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: Book & Page. Example: Record Book 0001 Page 0095
- This office will provide Conformed Copies. No additional fee if filer provides copy. 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: Deed Index
- Index for Mortgages: General Index
- 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 1-2 weeks
- Most recent annual document volume reported by this office: 17392

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Carol A Stainbrook (cstainbrook@co.crawford.pa.us), Recorder

Other officials: Margaret Gevin, Deputy

Deborah Curry, Office Staff

Shirley Foulk

Sandra Roxberry

Cheri Jackson