

All Others, Delaware County, Pennsylvania

US Postal Service Delivery
Attn: Real Estate Recording
Delaware County Recorder of Deeds
201 W. Front Street, Room 107
Government Center Building
Media, PA 19063

Courier Delivery
Attn: Real Estate Recording
Delaware County Recorder of Deeds
201 W. Front Street, Room 107
Government Center Building
Media, PA 19063

PHONE: 610-891-4148

FAX: Not available

INTERNET: <http://www.co.delaware.pa.us>

MAKE CHECKS PAYABLE TO: Delaware County Recorder of Deeds

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

BASIC RECORDING FEES

Deed	\$66.00 up to and including four pages (see note 1)
Mortgage	\$62.00 up to and including four pages
Amendment/Modification	\$36.00 up to and including four pages
Assignment	\$46.00 up to and including four pages
Satisfaction Piece	\$46.00 up to and including four pages (see note 3)

ADDITIONAL RECORDING FEES:

Additional pages and attachments	\$4.00 per additional page (\$2.00 for assignment or satisfacti
Indexing fee	\$1.00 per name after first four
Pages larger than 8 1/2" by 14"	\$2.00 per page

RECORDING FEE NOTES:

1. Register deeds for property located in the City of Chester with the City prior to recording. Send original deed, property registration form and a check payable to "City of Chester" in the amount of \$45 to: City Hall; 1 Fourth Street; Chester, PA 19013. The phone number is 610-447-7742. See Forms section for registration form.
2. A copy of any deed is required to be submitted with the original, for the Board of Assessment. All documents require a FOLIO number. If you do not know it, add \$5.00 to obtain from county.
3. 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 in three separate checks. The local transfer tax rate for Radnor and Upper Providence is 1 1/2% tax checks payable to Thomas J. Judge, Agent.

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)	\$7.00 for the first four pages

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Docket # & Book & Page.
- This office will provide Conformed Copies. 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: Direct/Indirect (prior to 1982 Grantor/Grantee)
- Index for Mortgages: Direct/Indirect (prior to 1982 Mortgagor/Mortgagee)
- Include two stamped return envelopes.
- 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 6-8 weeks
- Most recent annual document volume reported by this office: 132189

LEGAL DESCRIPTION:

Legal description required with deeds only.

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.
PIN Name: Folio #
PIN Format example: nn-nn-nnnnn-nn (municipality-ward-property-subdivision)

RECORDING OFFICE STAFF

Head official: Thomas J Judge Sr, Recorder of Deeds
Other officials: Grace C Ruane, Chief Deputy
Emma Christie, Supervisor Deputy
Dorene Carter, Deputy

Radnor, Delaware County, Pennsylvania

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Upper Providence, Delaware County, Pennsylvania

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