

Erie County, Pennsylvania

US Postal Service Delivery
 Attn: Real Estate Recording
 Erie County Recorder of Deeds
 P.O. Box 1849
 Erie, PA 16507-0849

Courier Delivery
 Attn: Real Estate Recording
 Erie County Recorder of Deeds
 140 West 6th Street
 Erie, PA 16501

PHONE: 814-451-6246

FAX: 814-451-6213

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

MAKE CHECKS PAYABLE TO: Erie County Recorder of Deeds

Cashier's Check/Money Order: Not Required.

BASIC RECORDING FEES

Deed/Mortgage	\$39.00 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:

Additional pages and attachments	\$2.00 per additional page
Indexing fee	\$0.50 per name after first four
Multiple references (marginal notation)	\$0.50 per reference after first
No stamped return envelope	\$0.50 per document
Legal description	\$0.50 per parcel after first

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	\$0.50 per page
Certification (in addition to copy fees)	No charge

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; Separate types before 3/87.
- This office does not provide 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: Grantor/Grantee
- Index for Mortgages: Mortgagor
- Only 8 1/2 by 11 documents are accepted. Copy of first page of mortgage is acceptable with satisfaction piece.
- 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 14 days

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: PIN or Index #

RECORDING OFFICE STAFF

Head official: Patrick L Fetzner, Clerk of Records
 Other officials: David W Bradford, Deputy ROD