

## Greene County, Pennsylvania

### US Postal Service Delivery

Greene County Recorder of Deeds  
Greene County Courthouse  
10 E. High St.  
Waynesburg, PA 15370

**PHONE:** 724-852-5283

### Courier Delivery

Greene County Recorder of Deeds  
Greene County Courthouse  
10 E. High St.  
Waynesburg, PA 15370

**FAX:** Not available

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

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

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$38.50 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	.....	\$1.00 per document

### 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)	.....	\$5.00 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Record Book & Page plus township. Example: Book 14 Page 51 Greene Twp.
- 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 required.
- 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 1 week
- Most recent annual document volume reported by this office: 5671

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

PIN Format example: 00702-181

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Thomas M Headlee (theadlee@co.greene.pa.us), Register and Recorder  
Other officials: Donna Tharp, Deputy Register  
Georgiann Klein, Deputy Recorder