

## Indiana County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Indiana County Recorder of Deeds  
825 Philadelphia Street  
Courthouse  
Indiana, PA 15701

**PHONE:** 724-465-3860

### Courier Delivery

Attn: Real Estate Recording  
Indiana County Recorder of Deeds  
825 Philadelphia Street  
Courthouse  
Indiana, PA 15701

**FAX:** 724-465-3863

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$48.50 up to and including four pages
Amendment/Modification	.....	\$28.50 up to and including four pages
Assignment	.....	\$38.50 up to and including four pages
Satisfaction Piece	.....	\$38.50 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
Pages larger than 8 1/2" by 14"	.....	Not Accepted

### RECORDING FEE NOTES:

- This office still requires the original mortgage or certified copy to accompany a satisfaction piece, although the law only requires a copy of the first recorded page of the mortgage.

### 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

### SEARCHES, COPIES AND CERTIFICATION:

This office does not perform any searches of real estate records.

Copies made by office	.....	\$0.25 per page, \$3.00 minimum
	.....	\$0.25 per additional page
Certification (in addition to copy fees)	.....	\$3.00

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Instrument # & Book & Page. Example: #25317 Deed BK 1038 Page 50
- This office will provide Conformed Copies. No additional fee. 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, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Deeds
- Index for Mortgages: Mortgage
- 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 1-3 days
- Most recent annual document volume reported by this office: 15089

### 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 Format example: 016-021-117

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Patricia Streams-Warman, Register and Recorder  
Other officials: Paula McCombs, 1st Deputy Recorder