

Lancaster County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Lancaster County Recorder of Deeds
50 North Duke Street
Lancaster, PA 17602

PHONE: 717-299-8238

INTERNET: <http://www.lancasterdeeds.com>

Courier Delivery

Attn: Real Estate Recording
Lancaster County Recorder of Deeds
50 North Duke Street
Lancaster, PA 17602

FAX: 717-299-8393

MAKE CHECKS PAYABLE TO: Lancaster 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:

| | | |
|----------------------------------|-------|--|
| Additional pages and attachments | | \$2.00 per additional page |
| Non-standard document | | \$25.00 per document (see state summary) |

RECORDING FEE NOTES:

1. County charges \$5.00 for each rejected document. Document will not be returned after recording unless accompanied by self addressed stamped envelope.
2. Satisfaction piece does not need to have original mortgage or a certified copy accompanying it to be accepted.

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 will perform limited searches of real estate records.

| | | |
|--|-------|---------------------|
| Copies made by office | | \$0.50 per page |
| Certification (in addition to copy fees) | | \$1.50 per document |

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; now Document #. Example: Book 5793 Page 700
- 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: General 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 day
- Most recent annual document volume reported by this office: 105800

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds.

PIN Name: UPI

PIN Format example: Account # with District Code #

ON-LINE SEARCHING:

www.lancasterdeeds.com

RECORDING OFFICE STAFF

Head official: Steve McDonald (mcdonald@co.lancaster.pa.us), Recorder of Deeds
Other officials: Dawn Fryer, Chief Deputy Recorder
Yvonne Tshudy, Deputy Recorder II