

Lebanon County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Lebanon County Recorder of Deeds
400 South 8th Street
Room 107
Lebanon, PA 17042

PHONE: 717-274-2801

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

MAKE CHECKS PAYABLE TO: Lebanon County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Attn: Real Estate Recording
Lebanon County Recorder of Deeds
400 South 8th Street
Room 107
Lebanon, PA 17042

FAX: 717-228-4456

BASIC RECORDING FEES

| | | |
|------------------------|-------|---|
| Deed/Mortgage | | \$40.50 up to and including four pages |
| Amendment/Modification | | \$20.50 up to and including four pages |
| Assignment | | \$30.50 up to and including four pages |
| Satisfaction Piece | | \$33.50 up to and including four pages (see note 2) |

ADDITIONAL RECORDING FEES:

| | | |
|--|-------|--|
| Additional pages and attachments | | \$4.00 per additional page (\$2.00 for assignment or satisfaction) |
| Indexing fee (deed or mortgage) | | \$1.00 per name after first four |
| Indexing fee (other than deed or mortgage) | | \$0.50 per name after first four |
| Pages larger than 8 1/2" by 14" | | Not Accepted |

RECORDING FEE NOTES:

1. The \$2.00 additional fee also applies to amendments and modifications.
2. The original mortgage or certified copy thereof is no longer required to accompany a satisfaction piece, although it may.

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 | | \$1.00 per page |
| Certification (in addition to copy fees) | | \$2.00 per document |

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Instrument # & Book & Page. Example: INST. #-1995-1
- 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: Deed Book
- Index for Mortgages: Mortgage 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 2-3 weeks
- Most recent annual document volume reported by this office: 29289

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

www.landex.com

RECORDING OFFICE STAFF

Head official: Donna J Lutz, Recorder of Deeds
Other officials: Dawn Ebersole, Deputy ROD
Denise White, Deputy ROD