

Lehigh County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Lehigh County Recorder of Deeds
17 South Seventh St., Room 350
Allentown, PA 18101

PHONE: 610-782-3162

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

MAKE CHECKS PAYABLE TO: Lehigh County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Attn: Real Estate Recording
Lehigh County Recorder of Deeds
17 South Seventh St., Room 350
Allentown, PA 18101

FAX: 610-782-3116

BASIC RECORDING FEES

Deed/Mortgage	\$40.00 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	\$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
Non-standard document	\$10.00 per document (see state summary)
Tract or parcel on deed or mortgage	\$1.00 per parcel after first

RECORDING FEE NOTES:

1. When resubmitting a rejected document, include the \$15.00 rejection fee in addition to the basic fee or the document will not be recorded.
2. Original mortgage, a certified copy or a legible copy of the first recorded page must accompany satisfaction piece. Otherwise include a validation fee of \$10.00.

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	\$1.00 per page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Volume & Page; Document #. Example: V 1495 P 0001; 7000123
- This office does not provide 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: Deed Indices
- Index for Mortgages: Mortgage Indices
- The City of Bethlehem is in both Northampton and Lehigh counties. Check the correct physical address of the debtor or collateral before filing.
- 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 3-4 weeks
- Most recent annual document volume reported by this office: 91346

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

Call 610-782-3189 for dial up access service.

RECORDING OFFICE STAFF

Head official: Marie Dean (mariedean@lehighcounty.org), Recorder of Deeds
Other officials: Deborah A Casciotti, Deputy ROD