

## All Others, Luzerne County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Luzerne County Recorder of Deeds  
200 North River Street  
Courthouse  
Wilkes-Barre, PA 18711

**PHONE:** 570-825-1641

**INTERNET:** <http://www.luzernecounty.org>

### Courier Delivery

Attn: Real Estate Recording  
Luzerne County Recorder of Deeds  
200 North River Street  
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Wilkes-Barre, PA 18711

**FAX:** 570-970-4580

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

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

### BASIC RECORDING FEES

Deed/Mortgage	..... \$41.50 up to and including four pages (see note 1)
Amendment/Modification	..... \$18.50 up to and including four pages (see note 1)
Assignment	..... \$28.50 up to and including four pages (see note 1)
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
Indexing fee	..... \$0.50 per name after first four
Pages larger than 8 1/2" by 14"	..... Not Accepted
Parcel number missing	..... Not Accepted
Parcel numbers on deed or mortgage	..... \$0.50 per parcel after first
Multiple satisfactions in one document	..... \$5.00 per satisfaction after first

### RECORDING FEE NOTES:

1. Documents must contain Assessor's certification of PIN prior to submission. To obtain the certification, mail the document to Assessor, 200 N. River St., Wilkes-Barre, PA 18711 with a check payable to Luzerne County Treasurer for \$10.00 per PIN.
2. 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.
3. There is a \$2.00 registration fee applied to deeds for most townships and boroughs in this county. Call for details.

### 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

You may pay taxes and the recording fees with one check to the Recorder of Deeds. Local realty transfer tax is 1 1/2% in Kingston B Wilkes-Barre City.

### SEARCHES, COPIES AND CERTIFICATION:

This office will perform limited searches of real estate records.

Copies made by office	..... \$2.00 per page
Certification (in addition to copy fees)	..... \$1.00 per certification

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page (9/93 on).
- 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 Index
- Index for Mortgages: Mortgage Index
- Parcel identification number is required on all documents.
- If you do not submit a stamped, self addressed envelope with documents submitted for recording, your documents will not be returned.
- 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 days
- Most recent annual document volume reported by this office: 57449

### 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: Map, Block & Lot #

### ON-LINE SEARCHING:

[www.landex.com](http://www.landex.com)

### RECORDING OFFICE STAFF

Head official: Mary K Dysleski, Recorder of Deeds  
Other officials: Michael Handzelek, Filing Clerk  
Carl Salitis, Admin Asst  
Joan Hoggarth, Deputy Recorder

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## Wilkes-Barre, Luzerne County, Pennsylvania

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