

Lycoming County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Lycoming County Recorder of Deeds
48 West Third Street
Williamsport, PA 17701

PHONE: 570-327-2263

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

Courier Delivery

Attn: Real Estate Recording
Lycoming County Recorder of Deeds
48 West Third Street
Williamsport, PA 17701

FAX: 570-327-2455

MAKE CHECKS PAYABLE TO: Lycoming County Recorder of Deeds

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

Deed	\$48.50 up to and including four pages
Mortgage	\$48.50 up to and including four pages
Amendment/Modification	\$20.50 up to and including four pages
Assignment	\$40.50 up to and including four pages
Satisfaction Piece	\$43.50 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 on one document	\$2.00 per reference after first
Pages larger than 8 1/2" by 14"	Not Accepted
Parcel numbers on deed or mortgage	\$0.50 per parcel after first
Uniform Parcel Identifier (all above documents)	\$10.00 per parcel after first

RECORDING FEE NOTES:

- Limit blanket assignments to 50 per instrument.
- 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.

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	\$0.50 per page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Instrument # & Book & Page.
- This office will provide Conformed Copies. No additional fee. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are 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 requested.
- In subsequent related documents, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Record Book
- Index for Mortgages: Record 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 6 weeks*
- Most recent annual document volume reported by this office: 23557

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 Name: UPI

PIN Format example: 19-001-513

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Annabel Miller, Recorder of Deeds

Other officials: Judith Collins, Deputy