

## Monroe County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
 Monroe County Recorder of Deeds  
 7th & Monroe Street  
 Courthouse  
 Stroudsburg, PA 18360-2185

**PHONE:** 570-517-3969

**INTERNET:** <http://www.co.monroe.pa.us>

### Courier Delivery

Attn: Real Estate Recording  
 Monroe County Recorder of Deeds  
 7th & Monroe Street  
 Courthouse  
 Stroudsburg, PA 18360

**FAX:** 570-517-3873

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

Cashier's Check/Money Order: Required for payment by individuals.

### BASIC RECORDING FEES

Deed/Mortgage	..... \$41.50 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
Indexing fee	..... \$0.50 per name after first four
Pages larger than 8 1/2" by 14"	..... Not Accepted

### RECORDING FEE NOTES:

- Property identification code (tax number) must appear on all documents in upper left hand corner.
- 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: Book & Page.
- 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: 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 7 days
- Most recent annual document volume reported by this office: 52833

### 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: Tax Code #

PIN Format example: 3/14A/16/11

### ON-LINE SEARCHING:

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

### RECORDING OFFICE STAFF

Head official: Helen Diecidue (hdiecidue@co.monroe.pa.us), Recorder of Deeds

Other officials: Mary Ann Lesh, Chief Deputy Recorder