

Montgomery County, Pennsylvania

US Postal Service Delivery
 Attn: Real Estate Recording
 Montgomery County Recorder of Deeds
 P.O. Box 311
 Norristown, PA 19404-0311

Courier Delivery
 Attn: Real Estate Recording
 Montgomery County Recorder of Deeds
 One Montgomery Plaza, Suite 303
 Swede & Airy Sts.
 Norristown, PA 19404

PHONE: 610-278-3289

FAX: 610-278-3869

INTERNET: <http://www.montcopa.org/rod>

MAKE CHECKS PAYABLE TO: Montgomery County Recorder of Deeds

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

BASIC RECORDING FEES

Deed/Mortgage \$46.50 up to and including four pages (see note 1)
Amendment/Modification See note 3
Assignment \$35.50 up to and including four pages (see note 2)
Satisfaction Piece \$35.50 up to and including four pages (see note 2)

ADDITIONAL RECORDING FEES:

Additional pages and attachments \$4.00 per additional page (see note 1)
Indexing fee \$1.00 per name after first four
Multiple references (marginal notation) \$2.00 per reference after first
Non-standard document \$25.00 per document (see state summary)
Parcel numbers on deed or mortgage \$2.00 per parcel after first
Multiple satisfactions in one document \$1.50 per satisfaction after first
Multiple assignments on one document \$1.50 per reference after first

RECORDING FEE NOTES:

1. Additional pages in deeds, corrections to deeds, and mortgages are \$4.00 per page. Additional pages for assignments and satisfactions are \$2.00 per page. Additional names in deeds and mortgages are \$1.00 per name.
2. Satisfaction piece does not need to have original mortgage or a certified copy accompanying it to be accepted.
3. The fee is \$25.50 to record the first four pages of a modification and \$35.50 to record the first four pages of an amendment.

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 \$5.00 up to 7 pages
 \$0.50 per additional page
Certification (in addition to copy fees) \$10.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Instrument # (12 digits). Example: 12 0003405607
- 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 required.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- 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 4 weeks*
- Most recent annual document volume reported by this office: 247438

LEGAL DESCRIPTION:

Legal description required with deeds only.

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: Parcel #

PIN Format example: 12 digit #

ON-LINE SEARCHING:

www.montcopa.org/rod

RECORDING OFFICE STAFF

Head official: Nancy Becker (nbecker@mail.montcopa.org), Recorder of Deeds
 Other officials: Judy Govatos (jgovatos@mail.montcopa.org), Chief Deputy
 Francine Vasquez (fvasquez@mail.montcopa.org), Second Deputy