

Montour County, Pennsylvania

US Postal Service Delivery

Montour County Recorder of Deeds
29 Mill Street
Courthouse
Danville, PA 17821

PHONE: 570-271-3012

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

MAKE CHECKS PAYABLE TO: Montour County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Montour County Recorder of Deeds
29 Mill Street
Courthouse
Danville, PA 17821

FAX: 570-271-3071

BASIC RECORDING FEES

Deed/Mortgage	\$41.50 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	\$33.50 up to and including four pages (see note 2)

ADDITIONAL RECORDING FEES:

Additional pages and attachments	\$4.00 per additional page (\$2.00 for assignment or satisfaction)
Indexing fee	\$1.00 per name after first four

RECORDING FEE NOTES:

1. Add \$.50 per legal description after the first on deeds and mortgages.
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. Indexing fee applies only to deeds and mortgages.

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 will perform limited searches of real estate records.

Copies made by office	\$0.50 for first page (minimum \$5.00 by mail)
	\$0.50 per additional page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: 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 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: 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: 3645

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Linda Weaver, Register & Recorder of Deeds