

## Potter County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Potter County Recorder of Deeds  
Courthouse, Room 20  
Coudersport, PA 16915

**PHONE:** 814-274-8370

**INTERNET:** <http://www.pottercountypa.net>

### Courier Delivery

Attn: Real Estate Recording  
Potter County Recorder of Deeds  
Courthouse, Room 20  
Coudersport, PA 16915

**FAX:** 814-274-3360

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

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

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$28.50 up to and including four pages
Amendment/Modification	.....	\$28.50 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
Parcel numbers on deed or mortgage	.....	\$0.50 per parcel after first

### RECORDING FEE NOTES:

- 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

Pay local tax and recording fee in one check and state tax in another.

### SEARCHES, COPIES AND CERTIFICATION:

This office does not perform any searches of real estate records.

Copies made by office	.....	\$1.00 per page, \$3.00 minimum
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 requested.
- 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 2 weeks
- Most recent annual document volume reported by this office: 4705

### LEGAL DESCRIPTION:

Legal description required with all real estate instruments to be recorded.

### PARCEL IDENTIFICATION NUMBERS:

Not required.

### ON-LINE SEARCHING:

None

### RECORDING OFFICE STAFF

Head official: Gary Kelsey, Recorder of Deeds  
Other officials: Priscilla Watson  
Sharon Rawson