

## Snyder County, Pennsylvania

**US Postal Service Delivery**  
 Attn: Real Estate Recording  
 Snyder County Recorder of Deeds  
 P.O. Box 217  
 Middleburg, PA 17842-0217

**Courier Delivery**  
 Attn: Real Estate Recording  
 Snyder County Recorder of Deeds  
 9 West Market Street  
 Courthouse  
 Middleburg, PA 17842

**PHONE:** 570-837-4225

**FAX:** 570-837-4299

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$28.50 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	.....	\$2.00 per additional page
Indexing fee	.....	\$0.50 per name after first four
Pages larger than 8 1/2" by 14"	.....	Not Accepted
Affidavit of Value with deed	.....	\$2.00 per affidavit

### RECORDING FEE NOTES:

2. Satisfaction piece does not need to have original mortgage or a certified copy accompanying it to be accepted.

### 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	.....	\$1.50 for the first page
	.....	\$0.70 per additional page
Certification (in addition to copy fees)	.....	\$1.50 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page. Example: Bk 361 Pg 123
- 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: Land Records
- Index for Mortgages: Land Records
- 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 3 weeks
- Most recent annual document volume reported by this office: 7183

### 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: Harvey J Kreamer Jr, Recorder of Deeds  
 Other officials: Stacey L Zerbe, Chief Deputy  
 Tammy S Drick, Deputy II