

Sullivan County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Sullivan County Recorder of Deeds
Main Street
Courthouse
Laporte, PA 18626

PHONE: 570-946-7351

Courier Delivery

Attn: Real Estate Recording
Sullivan County Recorder of Deeds
Main Street
Courthouse
Laporte, PA 18626

FAX: 570-946-7105

INTERNET: <http://www.sullivancounty-pa.us>

MAKE CHECKS PAYABLE TO: Sullivan 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	\$28.50 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
Multiple references (marginal notation)	\$2.00 per reference after first
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 the taxes and the recording fees with one check to the Recorder of Deeds.

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	\$0.25 per page
Certification (in addition to copy fees)	\$3.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; now instrument #. Example: Bk 17 Page 525; 200401234
- 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: 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: 1180

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds, mortgages.

PIN Format example: 01-056-0013

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Francine Doyle (fdoyle@sullivancounty-pa.us), Recorder of Deeds

Other officials: Kellie W Carpenter, Deputy Recorder