

Susquehanna County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Susquehanna County Recorder of Deeds
P.O. Box 218
Montrose, PA 18801

PHONE: 570-278-4600

INTERNET: <http://www.susqco.com>

Courier Delivery

Attn: Real Estate Recording
Susquehanna County Recorder of Deeds
11 Maple St.
Montrose, PA 18801

FAX: 570-278-2963

MAKE CHECKS PAYABLE TO: Susquehanna County Recorder of Deeds

Cashier's Check/Money Order: Not required.

BASIC RECORDING FEES

Deed/Mortgage	\$41.50 up to and including four pages
Amendment/Modification	\$18.50 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
No original mortgage with satisfaction	\$5.00 per document
Pages larger than 8 1/2" by 14"	Not Accepted
No stamped return envelope	\$1.00 per document

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 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	\$1.00 for the first page
	\$0.25 per additional page
Certification (in addition to copy fees)	\$1.50 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; Instrument # as of 1/5/2004. Example: Book 6 Page 23
- 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
- This office reports a document turnaround time of 1 week
- Most recent annual document volume reported by this office: 9200

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: Mary F Evans, Recorder of Deeds
Other officials: Michelle Estabrook, Deputy I
Connie Richie, Deputy II
Betty Phillips, Deputy III
Peggy Sprout, Deputy III