

Union County, Pennsylvania

US Postal Service Delivery

Union County Recorder of Deeds
103 South 2nd Street
Courthouse
Lewisburg, PA 17837-1996

PHONE: 570-524-8761

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

MAKE CHECKS PAYABLE TO: Union County Recorder of Deeds

Cashier's Check/Money Order: Not required.

Courier Delivery

Union County Recorder of Deeds
103 South 2nd Street
Courthouse
Lewisburg, PA 17837

FAX: Not available

BASIC RECORDING FEES

Deed/Mortgage \$40.00 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 per satisfaction

ADDITIONAL RECORDING FEES:

Additional pages and attachments \$4.00 per additional page (see note 1)
Indexing fee \$1.00 per name after first four (deeds and mortgages)
Indexing fee \$0.50 per name after first four (other documents)
Affidavit of Value with deed \$3.00 per affidavit
Parcel numbers on deed or mortgage \$1.00 per parcel after first
Pages larger than 8 1/2" by 14" Not Accepted

RECORDING FEE NOTES:

1. An additional page fee of \$2.00 applies to all documents other than deeds and mortgages. No additional page fee applies to satisfactions. Deeds, mortgages and assignments must include signed certificate of address of grantees, mortgagees and assignees.
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. Attachments to affidavits of value incur the per page fee (\$4.00 per page if attached to a deed, and \$2.00 per page if attached to an easement).

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 per page
Certification (in addition to copy fees) \$1.50 for first page, then \$.25 each; includes copies

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Record Book & Page.
- This office will provide Conformed Copies. Document should be stamped "conformed copy". 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: Record Book
- Index for Mortgages: Record Book
- Enclose a separate check for each document in a package to avoid possible rejection of the entire package in case of a fee computation error.
- All pages of a document must be legible. The notary signature, embossed seal and expiration stamp must be clear and not overlap.
- 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: 7078

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

www.uslandrecords.com for documents from 1982 to present

RECORDING OFFICE STAFF

Head official: Theresa S Schrawder, Acting Recorder of Deeds
Other officials: Melissa Shipton, Deputy I
Lisa Seward, Deputy
Lindsay Thomas, Clerk
Peter Matson, Solicitor