

All Others, Washington County, Pennsylvania

US Postal Service Delivery

Attn: Real Estate Recording
Washington County Recorder of Deeds
Washington County Courthouse
100 W. Beau St., Suite 204
Washington, PA 15301

PHONE: 724-228-6806

Courier Delivery

Attn: Real Estate Recording
Washington County Recorder of Deeds
Washington County Courthouse
100 W. Beau St., Suite 204
Washington, PA 15301

FAX: 724-228-6737

INTERNET: <http://www.co.washington.pa.us>

MAKE CHECKS PAYABLE TO: Washington County Recorder of Deeds

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

BASIC RECORDING FEES

Deed/Mortgage	\$45.00 up to and including four pages
Amendment/Modification	\$24.00 up to and including four pages
Assignment	\$34.00 up to and including four pages
Satisfaction Piece	\$34.00 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	\$1.50 per parcel after first

RECORDING FEE NOTES:

1. Tax parcel identification number must appear on all documents.
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.

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. The Local Real Estate Transfer Tax for Pa 1 1/2%.

SEARCHES, COPIES AND CERTIFICATION:

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

Copies made by office	\$0.50 per page
Certification (in addition to copy fees)	\$10.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; Instrument # as of 3/3/99.
- 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: Grantor/Grantee
- Special system for making copies.
- Parcel identification number is required on all documents.
- 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 days
- Most recent annual document volume reported by this office: 42674

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: PIN or Uniform Parcel Identifier

PIN Format example: 16 digit #

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Deborah Bardella (bardell@co.washington.pa.us), Recorder of Deeds

Peters Township, Washington County, Pennsylvania

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