

## Westmoreland County, Pennsylvania

### US Postal Service Delivery

Attn: Real Estate Recording  
Westmoreland County Recorder of Deeds  
2 N. Main St., #503  
Greensburg, PA 15601

**PHONE:** 724-830-3526

**INTERNET:** <http://www.wcdeeds.us>

### Courier Delivery

Attn: Real Estate Recording  
Westmoreland County Recorder of Deeds  
2 N. Main St., #503  
Greensburg, PA 15601

**FAX:** 724-853-4647

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

Cashier's Check/Money Order: Not required.

### BASIC RECORDING FEES

Deed/Mortgage	.....	\$38.50 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	.....	\$30.50 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 assignments or releases	.....	\$2.00 per reference after first
Pages larger than 8 1/2" by 14"	.....	Not Accepted

### 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

### SEARCHES, COPIES AND CERTIFICATION:

This office will perform limited searches of real estate records.

Copies made by office	.....	\$0.50 per page
Certification (in addition to copy fees)	.....	\$5.00 per document

### DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page; after 11/2000 15 digit Instrument #.
- This office does not provide Conformed Copies.
- Blanket assignments are 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: Deed Book
- Index for Mortgages: Mortgage Book
- 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 7 days
- Most recent annual document volume reported by this office: 76224

### LEGAL DESCRIPTION:

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

### PARCEL IDENTIFICATION NUMBERS:

Not required.

PIN Format example: 00-00-00-0-000

PIN Note: Requested on all documents.

### ON-LINE SEARCHING:

[www.wcdeeds.us](http://www.wcdeeds.us)

### RECORDING OFFICE STAFF

Head official: Tom Murphy, Recorder of Deeds  
Other officials: Kay Middleby, Chief Deputy Recorder of Deeds  
K Grippo, Manager