

General Information Document Submittal Details

◆FORMAT

Labels are used to place recording information on all documents. Certain margin, paper size, and layout requirements apply to all documents. Please refer to the PRIA Document Standards, posted on our website, for more information and to view a sample cover page. Documents submitted that do not meet the standards must be accompanied by a \$25.00 non-compliance fee, or the document will be returned to the submitter.

MICROFILMING

All documents are scanned and microfilmed. Please use **black ink, black stamp pads, black typewriter ribbon**, and white or manila paper. Since microfilming is used as the medium for recording documents, marginal notes do NOT apply in Chester County.

UNACCEPTABLE DOCUMENTS

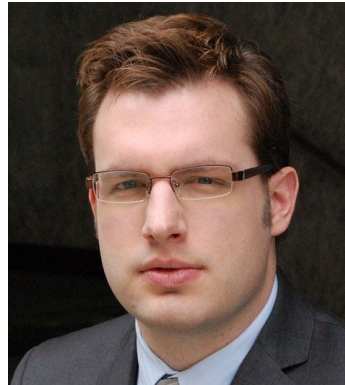
Only legible documents capable of being reproduced on microfilm will be accepted for recording. If a document is unacceptable for recording, it will be returned to the sender with a return checklist stating the reason for rejection. **A \$5.00 Return fee** will be due on resubmission (per document each time resubmitted).

FOREIGN LANGUAGE DOCUMENTS

Must include a written English translation sworn or affirmed by the translator to be recorded along with the original instrument. An apostille or certificate of authentication may be required depending upon the country of origin. Please check with the U.S. Department of State and the Pennsylvania Department of State for details.

RETURN ENVELOPES

To save time and facilitate the filing and recording of documents, submitting parties should include **a self-addressed, stamped envelope**, of appropriate size, with sufficient postage with the initial filing of documents or plans. If you require notification of receipt, please enclose a second self-addressed, stamped envelope for the return of your recording receipts. If filing a mortgage satisfaction, please include appropriate stamped self-addressed envelopes for your customer and your return.



Rick Loughery

Office Officials:

Rick Loughery, *Recorder of Deeds*
Ruth C. Haganir, *First Deputy Recorder*
Edward C. Sweeney, Esq., *Solicitor*

Contact Us:

Chester County Recorder of Deeds
313 West Market Street, Suite 3302
PO Box 2748
West Chester, PA 19380-0991

Telephone: 610-344-6330

Fax: 610-344-6408

Email: RODinfo@chesco.org

Website: www.chesco.org/recorder

Click on "Records Search" for records online

Hours:

Recording Office: is open Monday through Friday from 8:30am to 4:30pm. However, same-day document recording stops at 4:00pm on all days.

Search Room: is open Monday through Friday from 8:30am to 4:15pm.

All hours are weather permitting.
Our office is closed for all County holidays.

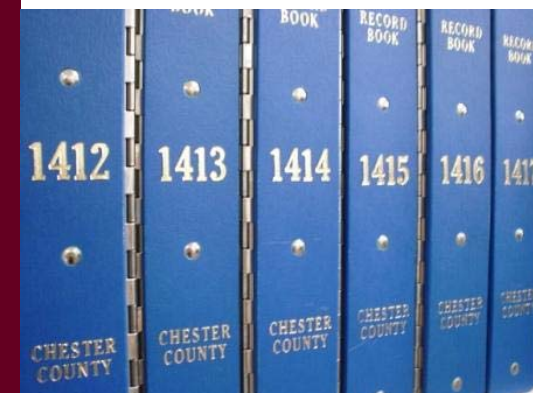
COUNTY OF CHESTER

Office of the Recorder
of Deeds



Fee Brochure

Rick Loughery
Recorder of Deeds



Fees

[Effective 12/8/09]]

◆ Recording Fees Recording Fees

NEW Deeds - \$65.00 Includes one UPI fee
Price includes up to 4 pages, 4 names, 1 UPI fee, and 1 tract of land. Each additional page is \$4.00, name is \$1.00, UPI is \$10.00, or tract of land is \$1.00 (see below). A Statement of Value counts as an extra page.

NEW Mortgages - \$65.00 Includes one UPI fee
Price includes up to 4 pages, 4 names, and 1 UPI fee. Each additional page is \$4.00, name is \$1.00, UPI is \$10.00 (see below).
Also priced as Mortgages: Mortgage Modification Agreements, Amendments, Assumptions, & Supplement Extensions.

NEW Mortgage Satisfactions, Assignments & Releases, Easements and Rights of Way - \$52.00 Includes one UPI fee
Price includes up to 4 pages, 4 names, and 1 UPI fee. Each additional page is \$2.00, name is \$0.50, or UPI is \$10.00 (see below).

Powers of Attorney, Subordinations of Mortgage, and other Miscellaneous Documents - \$18.50 base fee, plus any UPI fees
Price includes up to 4 pages and 4 names. Each additional page is \$2.00 or name is \$0.50. Each UPI is \$10.00 (see below).

◆ UPI Fee

A \$10.00 fee, per UPI number, will be collected at the time of recordation. UPI numbers are required on all recordings except UCCs, Notaries & Commissions, and some POAs (see above). The UPI should be typed on the first page of the document.

◆ Commissions

Notary Public Bond and Commission - \$40.50

◆ Public Utility Filings

Filing Fee - \$7.00 per filing
Each additional copy—\$1.00 per copy

◆ Financing Statements

All UCC filings - \$100.00 flat fee

◆ Maps & Plans

Subdivision Plans - \$60.00 base fee, plus UPI fee.

Sizes must be between 17"x 22" and 34"x 44".

Three copies with original signatures are required at time of recording. Print should be legible for microfilming. An additional fee of \$10.00 is charged per each additional page to be recorded. Time stamped copies - \$1.00 per page after first set.

Return Envelope - A sufficient size envelope with sufficient postage must be submitted with the plan, or a \$5.00 fee will be assessed.

State Highway Plans - First page \$11.50

Additional pages - \$3.00 per page.

Condominium Plans - \$25.00 per plan

Maps - \$5.00 for each plan marked as an Exhibit.

◆ Miscellaneous Fees

- Certification - \$1.50,
- Copies made by the public - \$0.50 per page,
- Copies made by ROD staff - \$5.00 per page,
- Copies faxed from the Recorder - \$5.00 per page, Plus a \$1.00 fax fee for each document ordered. An invoice will accompany the documents. Faxed copies of documents cannot be certified,
- Return fee for rejection is \$5.00 per document,
- Name search certification is \$10.00 for advance requests, \$20.00 for same day requests.

◆ Payment of Fees and Taxes

- No personal checks or credit cards are accepted,
- No refunds or change will be given,
- Checks must be made payable to *Recorder of Deeds*,
- No checks older than 90 days will be accepted,
- No more than 10 documents per check,
- Separate checks are required for the (1) recording fee, (2) local transfer tax, and (3) state transfer tax,
- We accept cash at the Recording Counter for recording fees only.
- No refund of recording fees is given for documents recorded in error by the submitter. Any resulting re-recording expenses are paid for by the submitter.

◆ Some Basics (Please see our website for details)

Deeds-in-Blank/Relocation Deeds - Must include: 2 Separate Statements of value; 2 Separate Real Estate Transfer Tax Checks for the State; 2 Separate Real Estate Transfer Tax checks Local Tax; A Separate Check for Recording fees, which must include the administrative processing fee of \$65.00 per notice.

Deed of Correction - Must state clearly on the Deed of Correction the reason for its filing, include a completed Statement of Value and a copy of the originally recorded deed (the deed being corrected).

(Some Basics Continued)

Grantee/Mortgagee/Assignee Mailing Address - Must be exact, current, legible, scannable, and unambiguous. Typewritten is preferred. In addition, PA State Law requires certification of these with a signature.

Location - All documents must indicate municipality, county, and state where the property is located.

Mortgage Book & Page Numbers - Must appear on all documents which refer back to the original mortgage.

Multiple Documents - Multiple documents constituting one transaction must be clearly numbered as to the proper order in which they are to be recorded. Any re-recording expenses resulting from an improper order of the documents will be paid by the submitter.

Multiple Municipalities - When a property is located in more than one municipality, the Local Transfer Tax must be pro-rated and typed on the document in dollar amounts.

Notary Stamp - Must be clear and legible. Writing or typing information on the stamp is a violation of Chapter 12 of the Pennsylvania Uniform Notary Law.

Personal Information - It is the responsibility of the submitter to ensure that no personal information (SSN, bank account, credit card account, etc.) appears on documents submitted for recording. Documents containing personal information may be redacted at the discretion of the Recorder.

Re-recorded Documents - Must state clearly on the document an explanation for the re-recording, obtain new signature(s), and a new acknowledgement.

Statement of Value (SOV) - A SOV must accompany all deeds not stating the full value of the property being conveyed, except when a family exemption applies. A SOV must be completed as per the PA Department of Revenue (The Common Level Ratio Factors change annually on July 1st and must be included on the SOV). A SOV counts as an extra page.

Submitter's Name - The submitter's name and company must be typed on the document in the "Return To" area.

UPI Number - Must appear correctly on the first page on any document requiring a UPI. (Call BLR at 610-344-4561 or 610-344-5968 for assistance).

County of Chester - Office of the Recorder of Deeds

Visit our website www.chesco.org/recorder for additional information.