

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.

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 **\$10 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.

Methods of Payment

We accept cash, credit card, money order and business check as forms of payment. We cannot accept credit cards as payment for Municipal and State tax fees. These fees must still be paid by two separate checks. Personal and estate checks are **not** accepted at any time. Please also review the "Payment of Taxes & Fees" section.

Visit www.chesco.org/recorder for more information.



Chris Pielli, Esq.
Recorder of Deeds

Office Officials:

Chris Pielli, Esq., *Recorder of Deeds*
Diane O'Dwyer, *First Deputy*
Erin VanRyn, *Second Deputy*
Nancy W. Pine, Esq., *Solicitor*

Contact Us:

Chester County Recorder of Deeds
313 W. Market Street, Suite 3302
P.O. Box 2748
West Chester, PA 19380-0991

Phone: (610) 344-6330

Fax: (610) 344-6408

Email: RODinfo@chesco.org

Website: www.chesco.org/recorder

Click on "Records Search" for records online.

Hours:

Front Desk: Monday through Friday from 8:30am to 4:30pm. However, same-day document recording stops at 4:00pm on all days. Recording of plans stops at 3:00pm on all days.

Search Library: 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 Schedule

Chris Pielli, Esq.
Recorder of Deeds



Fees

Recording Fees

Deeds | \$93.75

Price includes up to 4 pages, 4 names, one UPI fee and one tract of land.

- Each additional page is \$4.00.
- Each additional name is \$1.00.
- Each additional UPI is \$20.00.
- Each additional tract of land is \$1.00.

Statement of Value counts as one page; if attaching exhibits to Statement of Value it may not be e-recorded. Likewise, re-recorded Deeds may not be e-recorded.

Mortgages | \$93.75

Price includes up to 4 pages, 4 names and one UPI fee.

- Each additional page is \$4.00.
- Each additional name is \$1.00.
- Each additional UPI is \$20.00.

Mortgage Satisfactions, Assignments & Releases, Easements and Rights of Way | \$80.75

Price includes up to 4 pages, 4 names and one UPI fee.

- Each additional page is \$2.00.
- Each additional name is \$0.50.
- Each additional UPI is \$20.00.

Subordinations of Mortgage & Miscellaneous Documents | \$40.50

Price includes up to 4 pages, 4 names and one UPI fee.

- Each additional page is \$2.00.
- Each additional name is \$0.50.
- Each additional UPI is \$20.00.

Powers of Attorney | \$20.50 base fee

Price includes up to 4 pages and 4 names.

- Each additional page is \$2.00.
- Each additional name is \$0.50.
- Each UPI number is \$20.00.

UPI Fee

A \$20 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 number must be included on the first page of the document.

Public Utility Filings

Filing Fee: \$7.00 per filing
Each additional copy is \$1.00.

Financing Statements

UCC filings: \$102.00 flat fee

Commissions

Notary Public Bond & Commission: \$38.50

Maps & Plans

Subdivision Plans | \$82.00 Includes one 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 \$17.00 is charged per each additional page to be recorded.
Time-stamped copies are \$1.00 per page after the first set.

State Highway Plans | \$13.50 first page

Each additional page, if aperture cards are provided, is \$3.00. If aperture cards are needed, each additional page is \$17.00.

Condominium Plans | 27.00 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 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.
- Name search certification is \$10.00 for advance requests, \$20.00 for same day requests.
- Additional notation fees added when applicable.

Payment of Fees & Taxes

- A \$25 bank fee is imposed for any and all returned checks.
- Personal and estate checks are not accepted at any time.
- Checks older than 90 days are not accepted.
- No refunds or changes will be given.
- Checks should be made payable to the *Chester County Recorder of Deeds*.
- No more than 10 documents per check.
- When filing Deeds, separate checks are required for the (1) recording fee, Municipal transfer tax and (3) State transfer tax.
- We accept cash and credit card at the Recording Counter for recording fees only. A small fee will be applied to credit cards.
- No refunds of recording fees are given for documents recorded in error by the submitter. Any subsequent re-recording expenses must be paid by the submitter.

Some Basics (please see our website for more details)

Acknowledgment: Must include the following: State and County where acknowledgment was taken, date, persons/corporate officers, title and name of corporation or partnership, notary signature, notary stamp and notary seal (if applicable), and notary expiration date.

Blanket Documents: Must state every UPI number affected. Additional fees apply to Blanket Documents.

(Some Basics, continued)

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 original recorded deed (the deed being corrected). This type of document may not be e-recorded.

Grantee/ Mortgagee/ Assignee Mailing Address: Must be exact, current, legible, scannable and unambiguous. Typewriting is preferred. In addition, PA State Law requires certification of these items 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. This may not be e-recorded.

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 or credit card accounts, etc.) appears on documents submitted for recording. Documents containing personal information may be redacted at the discretion of the Recorder.

Re-recorded Documents: The following must be stated clearly on the document: an explanation for the re-recording, a new acknowledgment and all recorded pages.

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.)