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.

Diane O'Dwyer  
Recorder of Deeds

Department Officials:
Alex Christy, First Deputy
Francine Jenkins, 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: RODeinfo@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 and U.S. federal holidays and observances.
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

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 only. A small fee will be applied to credit cards.
- Additional fees apply to Blanket Documents.

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.

Effective 5/01/2024