

Other Information

Scanning: Since all recordings in our office are scanned, please use black ink, black stamp pads, black typewriter ribbons and white or manila paper. Please do not highlight over any text or signatures in document. Since all documents are scanned into a computer database, marginal notes do NOT apply in this county.

Unacceptable Documents: Only legible documents capable of being reproduced through scanning will be acceptable for recording. If a document submitted to us is unacceptable for recording for any reason, it will be returned to the sender with a letter of explanation and a fee of \$5.00 will be charged the first and any subsequent times it must be returned.

Every document **MUST** be accompanied by a cover sheet generated on our web site.

Transaction Packaging Tips: In an effort to insure proper recording of your documents, here are a few tips to adhere to when creating transactions with multiple documents.

1. If you send a document with a separate transaction number, it **MUST** have its own check. Please do not split checks across transactions.
2. If multiple documents that go together are sent in, they **MUST** have the same transaction number each with their own Cover Page.
3. If documents are submitted under the same transaction number, they **MUST** be sent together in the same envelope, not separately.
4. If single documents are submitted, you **MAY NOT** reuse the same cover page for similar documents.
5. We recommend the following order when creating cover pages:
 - Add all of the documents that you would like in your transaction.
 - Click on Submit Transaction. Once you have received confirmation,
 - Click on the Cover Page icon (blue) to print each of your cover pages and place them with the correct docs before you send docs to the County for recording.

NO STAPLES Policy: Please do not staple documents submitted for recording. Alternatives are to paperclip them or to use rubber bands. This policy includes all cover letters, envelopes, and checks. Documents that are received with staples will be delayed in their recording.

Updated office information, deed search, and form downloads are available online at:

www.lancasterdeeds.com



Bonnie L. Bowman
Recorder of Deeds

*Bonnie L. Bowman and staff
are pleased to serve you.*

Office of Recorder of Deeds

County of Lancaster

Office Address **Mailing Address**
150 North Queen Street P.O. Box 1478
Suite #315 Lancaster, PA 17608-1478
Lancaster, PA 17603

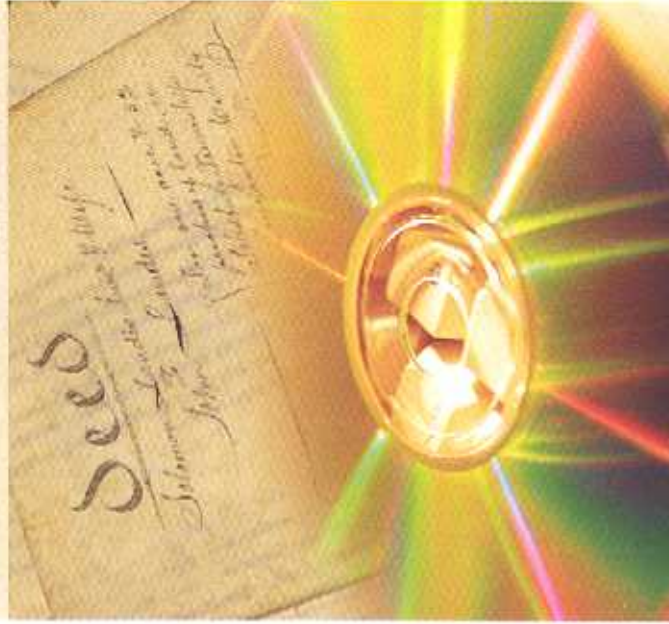
Phone: 717-299-8238
Fax: 717-299-8346

E-mail: bbowman@co.lancasterpa.us
Website: www.lancasterdeeds.com

Hours
Monday - Friday 8:30 AM - 5:00 PM

Document recording will conclude at 4:30 PM

Recorder of Deeds



Schedule of Fees

County of Lancaster
Lancaster, Pennsylvania



Effective January 1, 2010

Send Us Your Documents Electronically! Our office is capable of recording and returning documents electronically. If you are interested in submitting documents electronically, please call Jenn Dixon @ 717-299-8239.

Recording Fees

Deeds.....	\$53.50
Mortgages.....	\$53.50
Satisfactions, Mortgage Assignments, Releases, Sales Agreements, Easements, and Memo of Lease (+30 years), Right-of-ways.....	\$42.00
Other documents.....	\$18.50
<i>i.e., Modifications, Other Assignments, Powers of Attorney, Memo of Lease (-30 years), and Subordination Agreements</i>	
Each additional page.....	\$.20

Note: You no longer need to submit the original or a certified copy of a mortgage with a mortgage satisfaction piece.

Commission Fees

Notary Public Commission and Bond.....	\$32.00
Change of Name.....	\$16.50
Change of Address.....	Free

Plan & Map Fees

Condominium Plans.....	\$30.00
State Highway Plans.....	\$15.00
Subdivision Plans/Other Plans (18" x 22", 24" x 36", and 30" x 42") - Total Filing.....	\$15.00

Filing Fees

Public Utilities Filing.....	Free
Municipality (Notices/Ordinances).....	\$5.00
UCC "Secured Transactions" (each document).....	\$100.00
Veterans Service Discharge (DD-214)/Final Separation Document.....	Free

Miscellaneous Fees

Certifications (flat fee).....	\$5.00
Public Utilities Filings per Municipality.....	\$5.00
Copies (each page).....	\$0.25
Service Charge.....	\$5.00

Pursuant to the provisions of Act 87, 1982; Act 8, 1998; A Act 32 of 2002; Act 122 of 2002; and Act 49 of 2009.

This office does NOT accept:

- blank assignments
- blank releases
- blank checks

Mailing of Recorded Documents: The Recorder's Office will not mail documents unless a stamped, self-addressed envelope has been furnished at the time of recording.

We Check The Following Items on Documents Submitted for Recording

- ✓ Caption date vs. acknowledge date: The acknowledge date should not predate the caption.
- ✓ Acknowledge must include the following: county, state, date, persons/Corporate officers appearing, notary signature, notary seal (where applicable), and notary expiration date. If any of the above are missing, the acknowledge will be considered defective.
- ✓ Notary stamp must be clear and legible. Writing or typing information on the stamp is a violation of chapter 12 of the PA notary law.
- ✓ All Foreign Language documents must include written English translations to be recorded along with the original instrument.
- ✓ All documents must indicate municipality, county, and state where property is located.
- ✓ The written amount must match the numerical amount on all deeds and mortgages.
- ✓ All deeds must have a grantee address with Zip Code. Grantee addresses should be signed. **PO Boxes are not accepted.**
- ✓ Book and page numbers or document ID number of mortgages must appear on all documents that refer back to an original document.
- ✓ Tax account numbers and district codes must appear on all deeds.
- ✓ Transfer taxes and/or Statement of Value forms must accompany all deeds. These forms must be fully completed as per the State Department of Revenue.
- ✓ Checks submitted for payment of taxes and fees must be in the correct amount.
- ✓ Recorded documents must have new acknowledgements and an explanation as to why they are being re-recorded.
- ✓ Multiple papers constituting one transaction must be clearly numbered as to the proper order in which they are to be placed on record. Any re-recording expenses resulting from an improper order of documents will be paid for by the party submitting the instrument for re-recording.
- ✓ Documents presented for recording with property in more than one locality must clearly state in the document the percentages in whole numbers (no fractions) as to the division of Local Transfer Tax.
- ✓ Personal checks are not accepted for amounts over: \$500.00
- ✓ In order that all documents can be returned to the proper attorney's office or title company, a name must be typed or neatly printed on the document.