



**EVIE RAFALKO McNULTY**  
**LACKAWANNA COUNTY RECORDER OF DEEDS**  
200 North Washington Avenue  
Scranton, Pennsylvania 18503  
(570) 963-6775

### **Responsibilities of the Recorder of Deeds**

The Recorder of Deeds primary responsibility is to protect the people's ownership in their homes and other real property. The two primary functions are to record and index documents relating to property in Lackawanna County and to act as a collection agent for the Pennsylvania Department of Revenue, all municipalities and school districts in Lackawanna County.

The office handles many documents, some of which include deeds, mortgages, mortgage satisfactions, mortgage assignments, Power of Attorney, leases Uniform Commercial Code filings, real estate agreements, charter of non-profit corporations, notary commissions, elected official commissions and veteran's discharge documents.

The records in this office protect and establish an accurate and thorough official record of real property ownership. These records are essential to the individual property owner who wants to establish a "clear title" to his holdings.

The Recorder of Deeds is elected by the voters for a term of four years. The office is designated as a "fee office" since it collects fees set by the Pennsylvania State Legislature for the recording of documents. The Recorder's office must be separate from all other county offices, elected or appointed, that are involved in the buying selling or confiscation of land. The Recorder of Deeds has no duties that would constitute a conflict of interest with regard to land transactions. **The absence of these duties avoids conflicts of interests and thereby protects the property rights of our citizens.**

This office does not depend upon the County tax dollars to operate. The office of the Recorder of Deeds is self-sufficient and generates a profit (over the operating expenses) for the Lackawanna County General Fund.