



EVIE RAFALKO McNULTY
LACKAWANNA COUNTY RECORDER OF DEEDS
507 Linden Street – Suite 800
Scranton, Pennsylvania 18503
(570) 963-6775

REFUND POLICY - Effective January 1, 2007

In order to expedite the recording of documents – it is preferred that the check presented for recording be made for the exact amount at the time of recording. Checks prepared in advance that contain an overpayment will be handled in the following manner:

- Refund checks will no longer be issued by this office.
- **Any document mailed in for recording wherein the check for the filing fee exceeds more than \$5.00 will be returned to the recording party, any overpayments \$5.00 and under per document will not be refunded.**
- **Documents personally presented for recording will not be recorded if the checks presented for filing exceed \$5.00. Any overpayments presented for recording up to \$5.00 will be forfeited if the recording party agrees to the terms of the recording requirements.**
- **We will no longer deposit refunds into customer debit accounts.**
- Documents will not be accepted for recording unless the party presenting the document for filing agrees to these conditions.
- We encourage you to prepare your checks for recording fees at the time of recording in order to avoid any overpayments.

Please feel free to contact our office if you are in need of our current fee sheet.

Fax your request to 570-963-6390

Email your request to: gerrityc@lackawannacounty.org or hoopers@lackawannacounty.org

Mail your request to the above address.

Our fee sheet is also available at <http://www.lackawannacounty.org>