

RECORDING REQUIREMENTS

The following is a list that will help reduce the number of documents rejected for recording. These items are required by all Recorders who are members of the Pennsylvania Recorder of Deeds Association.

1. A document submitted for recording must be legible so that after it is imaged a clear copy can be read without magnification and can be reproduced from the image. You should refrain from highlighting any area on the document, since it will appear unreadable once the document is scanned. Documents that contain highlighted areas will be rejected for recording.
2. The maximum page size accepted for recording is 8 ½ x 14 with the exception of maps.
3. All signatures and initials contained in the document must be original and in dark ink suitable for imaging.
4. The document must be dated. The acknowledgment date should not pre-date the date of execution of the document by the party whose signature is acknowledged.
5. The execution and acknowledgment must conform with each other.
6. The document must have a formal acknowledgment (not sworn and subscribed) by a notary public, and must include the following: State, County, date (should not predate the document date), name of individual, corporate or authorized officer appearing, notary signature, notary stamp (where applicable), and expiration date. Instead of a notary public, the acknowledging officer may be an Alderman, Attorney at Law who acts as a subscribing witness to the person who executed the document, Judge, Commissioner of Deeds, Justice of the Peace, District Justice, Military Officer (Commissioned), Recorder of Deeds (Deputy). The acknowledgment may be made outside the United States before a Commercial Attached or Consular Agent of the United States accredited to the country where the acknowledgment is made or Ambassador, Consulo (Consul General or Vice Consul), Counselor to or Secretary of a Legation, Judge/Clerk of any foreign court, Minister, or Charge D' Affairs.
7. All deeds (or other transfer of real estate) must include a "Certificate of Residence" in order to meet Pennsylvania recording requirements. The Certificate of Residence must be signed by the grantee or grantees, or someone on their behalf, setting forth the precise residence and the complete post office address of such grantee or grantees. The Certificate of Residence will be recorded with the deed.
8. Recording requirements in Pennsylvania require that all mortgages presented for recording must have the signature of the holder, owner, assignee on any mortgage presented for recording. The document should contain the full name, residence (including street number) and the address of such holder, owner or assignee.

9. All deeds must be accompanied with transfer taxes (if applicable) and a Statement of Value form when required. This form must be fully completed.
10. Deeds and mortgages should indicate the property's municipality, county and state.
11. In the case of a conveyance by a corporation, partnership, or any entity other than the individual, a proper authorized officer is required to execute the document. The authorized officer's title and company name should appear in the acknowledgement.
12. If a conveyance is by a corporation, execution is usually affixed by a president, vice president or treasurer and witnessed by a corporate secretary. When a secretary of other office executes the document, a resolution or power of attorney must accompany the document authorizing the officer to execute on behalf of the corporation.
13. The consideration stated must be total and complete. The required written amount must match the numerical amount. If the consideration is not stated in total on the face of the document, it must be stated on the Statement of Value form. If claiming an exemption from realty transfer tax, the reason for the exemption must be stated in the document or on the Statement of Value form.
14. A deed transfer that involves more than one municipality must stipulate the division of the transfer taxes.
15. A PIN (parcel identification number) number must be certified on each parcel contained in a document to be recorded. This number must be certified by the Lackawanna County Assessment office prior to recording. All documents presented through the mail for recording will be forwarded to the Assessment office for PIN certification prior to recording.
16. When submitting subsequently related documents for recording you must properly reference the previously recorded documents. This may include docket numbers, book & page numbers, instrument numbers and /or recording dates.
17. Multiple documents constituting one transaction must clearly indicate the order of recording: any re-recording expenses from improper order of recording will be paid by the party submitting the documents.
18. To re-record a document you must have the original recording page attached. The document must contain an explanation as to why it is being re-recorded. The document **MUST be re-executed and re-acknowledged.**
19. We do not require separate checks any longer for Realty Transfer Taxes and Recording Fees. One check for the transaction is sufficient.
20. Documents are accepted through the mail for recording provided they meet all recording requirements and the proper recording fees are included. Your check should be mailed to the Lackawanna County Recorder of Deeds.

21. If you would like your original recorded document returned to you, a self-addressed stamped envelope must be provided at the time of recording.
22. All subdivision and land development maps presented for recording must be approved by the Lackawanna County Planning Commission as well as the proper municipality. The map must be recorded within 90 days of signature. One side of your map cannot exceed 40". The map must be printed in ALL BLACK INK and we no longer accept Mylar maps due to scanning issues.
23. All foreign language documents must include a written English translation to be recorded along with the original document.

FREQUENTLY ASKED QUESTIONS ABOUT RECORDING AND INDEXING REQUIREMENTS

- The additional \$0.50 fee per name (after the fourth name) applies on all documents.
- A husband and a wife are indexed and counted as 2 entries when recording. If there are two separate acknowledgements for them than that would be counted as two acknowledgements.
- A hyphenated last name will be indexed both ways but only counted as one when recording.
- On individuals, when recording the following will be counted: Formerly Known As (FKA), Also Known As (AKA), Now Known As (NKA) and Trustees.
- On corporations when recording the following will be counted: Doing Business As (DBA), Also Known As (AKA), Trustee and Trust. Formerly Known As (FKA) and Successor By Merger (SBM) are not counted.
- The Attorney in Fact on documents are indexed and counted on documents when recording.
- Mortgage Electronic Recording Services (MERS) as Nominee is counted as two separate entries if the Nominee is stated at the signature line and in the acknowledgement.
- On a Satisfaction we count the names of the Mortgagor/Mortgagors and the Mortgagee/Mortgagees on the existing document.
- On a Power of Attorney we will count and index the signing party and the appointing party. If the signing party is appointing officers within a corporation, the individual names will be indexed along with the corporation being appointed and will be counted.
- On an Assignment of Mortgage we count the Mortgagor/Mortgagors and the new Assignee.

- When counting names on a document you should count all names. Additional fees will apply after the fourth name. Grantor and Grantee and/or Mortgagor and Mortgagee are counted together and then any additional names after four are charged the extra fee.