

## Other Information

**Scanning:** All recordings in our office are scanned. Please use black ink, black stamp pads, black typewriter ribbons and white or manila paper. Do not highlight over any text or signatures in document. 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 submitted, they **MUST** have the same transaction number, each with their own **PRINTED** Cover Page and be submitted in the same envelope, not separately. You may submit one (1) check for all documents.
3. If documents are submitted under the same transaction number, they **MUST** be sent together in the same envelope, not separately.
4. Each document submitted must have an **ORIGINAL COVER PAGE** created. **NO PHOTOCOPIES.**
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.

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

[www.lancasterdeeds.com](http://www.lancasterdeeds.com)



**Bonnie L. Bowman**  
Recorder of Deeds

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

## County of Lancaster Office of Recorder of Deeds

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

**Phone:** 717-299-8238  
**Fax:** 717-299-8393

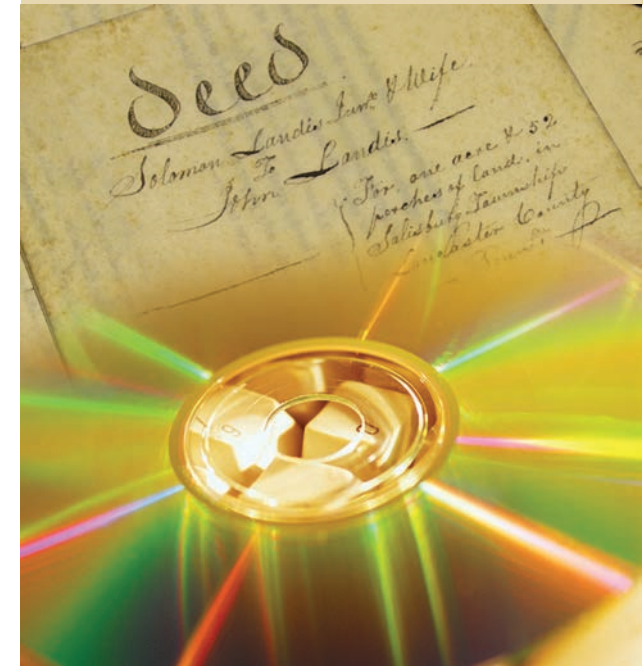
**E-mail:** [bbowman@co.lancaster.pa.us](mailto:bbowman@co.lancaster.pa.us)  
**Websites:** [www.lancasterdeeds.com](http://www.lancasterdeeds.com)

### 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, 2012*

## Document Checklist

- ✓ Caption date vs. acknowledge date: The acknowledgement 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 acknowledgement 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, Mortgages and Assignments must have a grantee/mortgage/assignee address with a zip code. **PO Boxes are not accepted on Deeds.**
- ✓ 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. No refunds will be given.
- ✓ Re-recorded documents must have new acknowledgements and an explanation as to why they are being re-recorded. A corrective Deed must include a Statement of Value and a copy of the Deed being corrected.
- ✓ 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 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 \$60.00
- ✓ To insure the proper return of documents, the submitter's name and company must be typed or printed on the document.

**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
Base Fees <i>(maximum of 4 pages)</i>	Satisfactions, Assignments, Releases, Easements, Right of Ways, Oil & Gas Leases, Memo of Lease (+30 years), Agreements..... \$42.00
	Other documents..... \$18.50 <i>i.e., Modifications, Powers of Attorney, Memo of Lease (-30 years), and Subordination Agreements, Terminations</i>
	Each additional page.....\$2.00
<i>Note: Statement of Value forms are counted as an additional page when determining recording fees.</i>	

Commission Fees	
Notary Public Commission and Bond.....	\$32.00
Notary Signature (Prothonotary Fee).....	\$ 4.00
Change of Name .....	\$16.50
Change of Address .....	\$16.50

Plan & Map Fees	
Condominium Plans (18" x 22" and 24" x 36") .....	\$30.00 first page/\$2.00 each additional page
Subdivision/State Highway/Other Plans (18" x 22" and 24" x 36").....	\$15.00 first page/\$2.00 each additional page

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

Miscellaneous Fees	
Certifications .....	\$10.00
Copy of 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:
- blanket assignments
  - blanket releases
  - blank checks

**Mailing of Recorded Documents:** The Recorder of Deeds Office requires a self-addressed envelope with sufficient postage for the return of documents.