

RECORDING REQUIREMENTS

A self-addressed, stamped envelope of sufficient size to accommodate documents must be included with every recording request.

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

- Documents presented for recording must be original documents.
- Acknowledgment date cannot predate document date.
- Acknowledgment must include the following: county, state, date, person or corporate officer's names and titles of persons appearing, notary signature, seal, and expiration date. Learn more about acknowledgments. Review the [PA Revised Uniform Law on Notarial Acts](#) for short form certificates for notarial acts.
- Grantor names at the beginning of the document, names on signature lines, and names in acknowledgement must match.
- Deeds and mortgages should indicate the property's municipality, county, and state.
- Numerical amount must match written amount on deeds and mortgages.
- Deed with transfer tax in more than one municipality must stipulate division of transfer taxes or percentage paid.
- Deeds and mortgages and assignments must have certified grantee / mortgagee address; certifications must be signed.
- All checks must include the account holder's address.
- Paper documents and eRecorded document images should be legible for recording, indexing and reproduction purposes.
- Deeds and mortgages should indicate the property's municipality, county, and state.
- Transfer taxes or statement of value must accompany all transfers unless a family transfer exemption is clearly stated in the deed. The Department of Revenue requires [Statement of Value \(REV183\) form](#) to be fully completed.
- Multiple documents constituting one transaction must clearly indicate on each document the order of recording; any re-recording expenses from improper order of recording will be paid by party submitting document.
- Re-recording of document must be re-acknowledged.

The following are county specific requirements for document filing in the office of the Recorder of Deeds.

- Two (2) checks made payable to “Recorder of Deeds” must be presented with each transaction subject to realty transfer tax. One (1) check should be the 1% state realty transfer tax. The other check should include the 1% county realty transfer tax and any filing fees.
- Potter County Tax Map ID should be included on all documents in the correct format.
- Municipality must be listed. If it is a municipality that has two different school districts (Hector Township or Allegheny Township), school district must be listed on the Deed.