

**PHOTOCOPIES:**

- Per page (in person)..... \$0.25
- Per page (mail/email)..... \$1.00
- Certified Copies..... +\$1.50 per document
- Map..... \$5.00 per sheet

**REALTY TRANSFER TAX:**

- The 1% State Realty Transfer Tax and 1% Local Realty Transfer Tax are due at the time of recording. The Realty Transfer Tax and recording fee may be combined in one check.
- Statements of Value must accompany all transfers not paying a full transfer tax or stating the full consideration, or transfers claiming an exemption (except for a family exemption which must be clearly stated on the document).
- All taxable documents with property in more than one municipality must contain a signed statement clearly stating the percentage of Local Realty Transfer Tax to be paid to each municipality.

**PAYMENTS:**

- Cash, checks, money orders, and credit cards (Visa, Mastercard, Discover) accepted. Credit cards are accepted for **recording fees ONLY**. Credit cards may **NOT** be used for the payment of Realty Transfer Tax. There is a 2.5% credit card company service fee (\$1.00 minimum).
- Make all checks and money orders payable to "Recorder of Deeds" – blank checks are NOT accepted. All checks must include the account holder's address.
- Any overpayments of \$10.00 or less will be forfeited. If the check is over by more than \$10.00, the document(s) will be rejected and a \$10.00 rejection fee will be charged for documents received by mail. Overpayments will not be refunded.

\*\*A stamped, self-addressed envelope of sufficient size and postage must accompany all documents in order for the document to be returned or a \$1.00 per document mail back fee will be applied.

**eRECORDING**

Documents can be electronically recorded through one of our eRecording vendors:  
 Simplifile – [www.simplifile.com](http://www.simplifile.com)  
 CSC – [www.erecording.com](http://www.erecording.com)  
 ePN – [www.erecordingpartners.net](http://www.erecordingpartners.net)

Search records online at [www.landex.com](http://www.landex.com)

**HOURS OF OPERATION:**

8:00 AM to 4:30 PM Monday-Friday

**GIS PIN Certification**

8:00 AM to 3:45 PM

Our office is closed on all major holidays and/or as directed by the President Judge of the Court of Common Pleas.

**CONTACT:**

Recorder of Deeds Division  
 Lehigh County Courthouse  
 455 W Hamilton St., Room 122  
 Allentown, PA 18101-1614

Phone: 610-782-3162  
 Fax: 610-871-2895

*Our staff is not authorized to conduct a search or provide research for you. Please contact a title company. We are not authorized to provide legal advice or opinions. Please seek legal counsel regarding any questions concerning a document or the legality of its content.*

# Lehigh County Clerk of Judicial Records



## Recorder of Deeds Division

### Fee Schedule

**Andrea E. Naugle,  
 Clerk of Judicial Records**

**Lehigh County Courthouse  
 455 W Hamilton St., Room 122  
 Allentown, PA 18101-1614**

[www.lehighcounty.org](http://www.lehighcounty.org)

**FEE SCHEDULE**  
**Recorder of Deeds Division**  
**Lehigh County, PA**

*Effective January 1, 2019*

The fees below include a maximum of 4 pages, 4 names, and 1 PIN certification unless otherwise noted.

\* Includes 1 electronic notation

Each Additional Page..... \$2.00  
 Each Additional Name..... \$0.50  
 Each Additional PIN..... \$10.00  
 Each Electronic Notation..... \$2.00

**MORTGAGES & RELATED DOCUMENTS**

Mortgage.....	\$80.25
Satisfaction Piece.....	\$70.75*
Amendment of Mortgage.....	\$30.50*
Assignment of Mortgage.....	\$70.75*
Assignment of Rents & Leases.....	\$28.50
Assumption of Mortgage.....	\$30.50*
Extension.....	\$30.50*
Modification of Mortgage.....	\$30.50*
Postponement of Mortgage.....	\$30.50*
Release of Mortgage.....	\$70.75*
Rider.....	\$30.50*
Stipulation of General Mortgage.....	\$18.50
(Additional fee if PIN Certification is required)	
Subordination of Mortgage.....	\$30.50*
Termination of Assignment of Mortgage.....	\$70.75*

**DEEDS**

Deeds (all types).....	\$80.25
Deed of Dedication.....	\$68.75
Quiet Title Action.....	\$28.50

**OTHER REAL ESTATE**

Amendment.....	\$30.50*
Assignment.....	\$30.50*
Assignment of Easement.....	\$70.75*
Assignment of Lease.....	\$70.75*
Assumption.....	\$30.50*
Covenant Act 515.....	\$33.00
(no fee for additional pages or names)	
Declaration.....	\$28.50
Declaration of Acquisition.....	\$28.50
Dedication.....	\$28.50
Easement.....	\$68.75
Installment Sales Agreement.....	\$68.75
Lease (over 30 years).....	\$58.75
License.....	\$28.50
Memorandum without RTT.....	\$28.50
Memorandum with RTT.....	\$68.75
Modification.....	\$30.50*
Notice.....	\$28.50
Ordinance.....	\$28.50
Preferential Assessment Act 319.....	\$33.00
(no fee for additional pages or names)	
Release.....	\$30.50*
Right of First Refusal.....	\$28.50
Right-of-Way.....	\$68.75
Satisfaction.....	\$30.50*
Subordination.....	\$30.50*
Termination.....	\$30.50*
<b>MAPS/PLANS</b> (no fee for additional names)	
Agricultural Security Area, Development, Right-of-Way, Stormwater Management, Subdivision, Survey.....	
	First page \$35.00
	Each additional page \$25.00
Condo.....	First page \$40.00
	Each additional page \$25.00
Highway, Mining, Railroad.....	First page \$15.00
	Each additional page \$3.00

**MISCELLANEOUS DOCUMENTS**

Affidavit.....	\$28.50
Agreement.....	\$28.50
Agricultural Security Area Ordinance.....	\$28.50
Certificate.....	\$28.50
Consent.....	\$28.50
Highway Occupancy Permit.....	\$28.50
Miscellaneous.....	\$28.50
Name Change/Merger.....	\$28.50
Order.....	\$28.50
Power of Attorney.....	\$18.50
(Additional fee if PIN Certification is required)	
Praeipce.....	\$28.50
Resolution.....	\$28.50
Revocation.....	\$28.50
Revocation of Power of Attorney.....	\$30.50*
Vacation.....	\$28.50
Waiver.....	\$28.50

**Financing Statements/Secured Transactions**

UCC1, UCC3, & UCC5.....	\$110.00
(no fee for additional pages, names, or notations)	

**MILITARY DISCHARGE (DD-214)..... FREE**

**COMMISSIONS**

Notary Bond & Commission.....	\$33.50
Notary Name or Address Change.....	\$18.50
(Contact the PA Dept of State for requirements)	
Police Commission.....	\$18.50

**MISCELLANEOUS FEES**

Mail Back Fee.....	\$1.00 per document
Email Fee.....	\$1.00 per document
Name Change Search.....	\$6.50 per name
Overpayments.....	\$10.00 or less will be forfeited
Rejection Fee.....	\$10.00 each time a doc is rejected
Return Check Fee.....	\$20.00

*When no fee is specified, the fee shall be set by the Recorder of Deeds*