

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 (\$2.00 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 \$3.00 per document mail back fee will be applied.

eRECORDING

Documents can be electronically recorded through one of our eRecording vendors:
Simplifile – www.simplifile.com
CSC – www.erecording.com
ePN – www.erecordingpartners.net

Search records online at 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

FEE SCHEDULE
Recorder of Deeds Division
Lehigh County, PA

Effective January 1, 2023

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*

MAPS/PLANS (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
Map Proof of Recording.....\$1.50 each sheet

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 Signature Registration Civil Fee.....\$4.00
Notary Name or Address Change.....\$18.50
(Contact the PA Dept of State for requirements)
Police Commission.....\$18.50

MISCELLANEOUS FEES

Mail Back Fee..... \$3.00 per document
Email Fee..... \$3.00 per email
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