

### **CERTIFIED COPIES:**

- All copies to be certified by the Recorder of Deeds Division must be made in the Recorder of Deeds office at the time of certification. A certified copy constitutes a complete copy of the recorded document.

### **FEES/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.
- There is a \$20.00 service charge for returned checks.
- Checks submitted for payment of recording fees, State Realty Transfer Tax, and Local Realty Transfer Tax must be in the correct amount. The 1% State Realty Transfer Tax, 1% Local Realty Transfer Tax, and recording fee may be combined in one check. Separate checks are not required.
- 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.
- No more than ten documents for one check. All ten documents must be correct for all to be processed. It is suggested that there be one check per document to avoid document rejection.

\*\*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**

## **Recording Guidelines**

## **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)**

**RECORDING GUIDELINES**  
**Recorder of Deeds Division**  
**Lehigh County, PA**

*Effective September 20, 2019*

*These recording requirements are only a guide for the preparation of documents to help reduce the number of documents rejected.*

**FORMATTING:**

- Maximum paper size is 8½" x 14" for documents and 36" wide paper or mylar for maps (subdivision, stormwater, condo, highway maps, etc.).
- All documents submitted for recording must be clear and legible so that a copy can be reproduced from the image and read without magnification.
- All documents must be signed with original signatures and in dark ink.
- Margin requirements on all documents, except a State form (Ex. UCC, Notary commission) are as follows:
  - On the first page, a 3" margin on the top of the page, with the right side of this top margin to be left blank for Recorder's use only and 1" margins on the bottom and the sides.
  - Each additional page must have 1" margins on all sides.
- No seals or stamps shall cover signatures or printed text of the document.

**LOCATION:**

- Documents must be related to real estate in Lehigh County and must contain the Parcel ID, Municipality, County and State where the parcel is located. To obtain Parcel information, see lehighcounty.org, under Services, Assessment Records.
- 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.

**DEEDS, MORTGAGES, & RELATED DOCUMENTS:**

- The numerical amount must match written amount on deeds and mortgages.
- All deeds, mortgages and assignments of mortgage must have a signed certified address for the grantee/mortgagee/assignee.
- Any document that references a prior recorded document must state the original recording information and the instrument number or book and page number.
- If a document reads "Legal Attached" or "Exhibit A Attached," the appropriate page(s) must be attached.

**ACKNOWLEDGMENTS:**

- Acknowledgment must include: County, State, date, person or corporate officer's names, title and company name of person appearing, notary signature, stamp/seal, and expiration date. *If any item is missing the acknowledgment is defective.*
- Acknowledgment date cannot predate document date.
- Names at the signature and in the acknowledgment must be exactly the same.
- Please consult the Revised Uniform Law on Notarial Act.

**RECORDING ORDER:**

- Multiple documents recorded together MUST be clearly numbered on each document as to the order in which they are to be recorded. Any re-recording expenses from improper order of recording will be paid by party submitting the documents.
- It is the responsibility of the submitter to ensure that **NO** personal information (i.e., SSN, bank account or loan numbers, etc.), appears on documents. Documents containing personal information may be rejected or redacted at our discretion.
- Any recording expenses resulting from submitting a document in error or the same document more than once will be paid by the submitter – **NO REFUNDS WILL BE GIVEN.**

**STATEMENT OF VALUE (REV-183):**

- The Pennsylvania Department of Revenue requires that these forms be legibly completed with original signature and date.
- A duplicate copy of the Statement of Value is required.
- 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).

**RE-RECORDING:**

- Re-Recorded documents must have a **new acknowledgment**, with current date, along with all recorded pages and an explanation on the document as to why it is being re-recorded.
- Re-recorded deeds are not accepted.

**FOREIGN LANGUAGE:**

- All foreign language documents must include written English translation sworn or affirmed by the translator to be recorded along with the original document.