



# LEHIGH COUNTY RECORDER OF DEEDS DIVISION

## Recording Guidelines



Revised December 28, 2018

### DOCUMENT SPECIFICATIONS

Maximum paper size accepted for recording is 8 ½ X 14, except for maps (subdivision, condo and highway maps, etc.) which must be no wider than thirty-six (36) inches.

All documents submitted for recording must be clear and legible so that, after it is imaged, a copy can be read without magnification and be reproduced from the image.

Margin requirements on all documents, except a State form (Ex. UCC, Notary commissions) are as follows:

On the first page, a three (3) inch 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 one (1) inch margins on the bottom and the sides.

Each additional page must have one (1) inch margins on all sides.

All documents must be signed with original signatures and in dark ink suitable for imaging.

### PAYMENT OPTIONS

All checks must be made payable to the Recorder of Deeds.

All checks must include the account holder's address.

Blank checks are not accepted.

No more than ten (10) documents may be recorded with one check.

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).

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, the 1% Local Realty Transfer Tax and the recording fee may be combined in one check. Separate checks are not required.

Any overpayments of ten dollars (\$10.00) or less will be forfeited. If the check is over by more than ten dollars (\$10.00), the document(s) will be rejected and a \$10.00 rejection fee will be charged for documents received by mail. No rejection fees are charged for e-recorded documents. Overpayments will not be refunded.

There is a twenty dollar (\$20.00) service charge for checks returned for insufficient funds.

## RECORDING REQUIREMENTS

**Please Note:** *The recording requirements are only a guide for the preparation of documents. Contact an attorney regarding any questions concerning your document or the legality of its contents.*

**It is the responsibility of the document submitter to ensure that no social security numbers appear on documents submitted for recording.**

Documents must be related to real estate in Lehigh County.

The UPI number (PIN and PARNUM) must appear on all documents relating to real estate and will be certified by the GIS Department. To obtain PIN and PARNUM information, see Lehigh County Website, [www.lehighcounty.org](http://www.lehighcounty.org), under Services, Assessment Records.

All documents relating to real estate must indicate the correct municipality, county and state where the parcel is located.

The written consideration amount must match the numerical amount on all deeds and mortgages.

If a document reads "Legal Attached" or "Exhibit A Attached", the appropriate page(s) must be attached.

Names at the signature and in the acknowledgment must be exactly the same.

No seal or stamps shall cover signatures or printed text of the document.

The acknowledgement date cannot predate the date of the document.

A document must have a proper acknowledgement by a notary public and must include the following:

County

State

Date

Name of person(s) signing (If a corporate acknowledgement, the officer's title and company name must be cited.)

Notary signature

Notary stamp/seal (Must be clear, legible, and dark ink.)

Notary expiration date

*If any of the above is missing, the acknowledgement will be considered defective.*

A Correction Deed must include a Statement of Value form (in duplicate) along with a complete copy of the original recorded deed which is being corrected.

Transfer taxes and/or Statements of Value must accompany all transfers of property, (deed, easement, right of way, lease) unless the exemption is clearly stated on the document (This applies to family transfers only). The Department of Revenue requires the Statement of Value to be fully completed. The Statement of Value must be submitted in duplicate.

Any taxable document submitted for recording where the property is located in more than one municipality must be accompanied by a signed statement which clearly specifies the percentages of the local realty transfer tax to be paid to each municipality.

All deeds must have a complete certified address of the grantee, clearly written or typed and signed by the grantee or designee.

All assignments must have a complete certified address of the assignee, clearly written or typed and signed by the assignee or designee.

All mortgages must have a complete certified address of the mortgagee, clearly written or typed and signed by the mortgagee or designee.

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 the party submitting the documents.

Any document that references a prior recorded document must state the original recording information and the book and page number or instrument number.

Re-recorded documents must have a new acknowledgment, along with an explanation typed or written on the document as to why it is being re-recorded. Re-recorded deeds are not accepted. See Correction Deed above.

Foreign language documents must include a written English translation.

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

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