

State of Pennsylvania Administrative Recording Requirements:

Marital State: No

Trust State: No

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Non-standard fee:

- Not accepted

Margins:

- 1" all sides
- Chester County requires 3" by 3" Top-Right margin on First Page

Print:

- Black ink/10 point font minimum

Preparer Info:

- Not Required

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017

Notary:

- “Certificate of Residence for Mortgagee” clause must appear
- Date of Acknowledgment
- Expiration Date of Notary
- Stamp or Seal (municipality must appear within the stamp)

FORM REQUIREMENTS:

Deeds:

- Form REV-183 EX – Realty Transfer Tax Statement of Value Form
- Form 82-127 – Philadelphia Real Estate Transfer Tax Certification (Philadelphia County only)
- “Certificate of Residence for Grantee” clause must appear on notary acknowledgment
- Legal Description
- Previous Recorded Information Required

Subordination Agreements:

- Legal Description
- Parcel Number

Lost Affidavit:

- Accepted

Death certificate:

- No affidavit required

Power of attorney:

- Must be original (no copies)
- Legal Description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Grantee’s Address missing
- Notary stamp/seal missing
- Parcel number missing or not formatted correctly
- Certificate of Residence statement missing

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017

SPECIAL CHARACTERISTICS:

- Realty Transfer Tax Statement of Value Form is not required if transfer is between husband and wife, but clause “Wife to Husband” or “Husband to Wife” “therefore tax exempt” must be included on form.
- Philadelphia County requires Form 82-337 – Recording Information Summary (RIS) to be included with all instruments
- Dauphin County prefers no correction tape or fluid. Corrections must be initial by the notary

