

## **RECORDING REQUIREMENTS:**

**NOTE:** This list is not inclusive of every requirement for every document.

1. **DOCUMENTS MUST PERTAIN TO REAL ESTATE AND HAVE ORIGINAL SIGNATURES THAT ARE PROPERLY NOTARIZED.**
2. Documents must be in English or include English translation.
3. York County accepts recordings through the mail, in person at our office and by E-Recording. See [ADDITIONAL REOURCES:](#)
4. UNIFORM PARCEL IDENTIFIER (UPI) is required on all documents before recording. Refer to the [ADDITIONAL RESOURCES](#) section OR CALL ASSESSMENT OFFICE AT: 717-771-3253 OR 717-771-4656
5. DATE on the document MUST be the same or before the date of the acknowledgement.
6. NAMES listed as the grantors, signatures, and the acknowledgements must be exactly the same. Those names should be the same as the prior deed grantee or an explanation for the discrepancy needs to be stated. (EXAMPLE: CANNOT BE- John Allen Smith, as grantee on prior deed, then be John A. Smith or John Allen Smith, Jr., etc. as grantor on new deed. Must be John Allen Smith throughout the new document.)
7. A FAMILY TRANSFER statement, (Mother to children) must be typed on deed, if NOT paying transfer taxes. See #10 concerning Statement of Values.
8. MUNICIPALITY (Township, Borough, or City) should be stated above the metes and bounds description (legal description) and on the top underneath the parcel number and property location. Multiple localities must state the percentages of divisions for local realty transfer taxes.
9. DEEDS MUST have a Precise Address: This address tells the Tax Assessment Office where to send the Property Tax bills.
10. A PENNSYLVANIA STATEMENT OF VALUE is required by the state anytime you are not paying the full market value for Realty Transfer Taxes. Form must be filled out completely. Easements require a Statement of Value (unless they are a public utility). [Fillable form and instructions at: www.revenue.pa.gov. Forms and Publications>Forms for Individuals>Realty Transfer Tax Forms](#)
11. [COMMON LEVEL RATIO chart attached.](#) Use the common level Ratio Factor for the Year your Document is dated. For factors in prior years, call our office at 717-771-9608.
12. CASH, BUSINESS CHECK OR MONEY ORDER payable to: RECORDER OF DEEDS for the CORRECT amount of recording fees is required. You can find the York County Fees at Recorder of Deeds/ Recording Fees. Any overages under \$10 will not be returned. If overage is above \$10.00, the check will be returned for proper amount. [PRINTABLE WORKSHEET ATTACHED.](#)

13. SELF-ADDRESSED STAMPED ENVELOPE must accompany a recording if mailed to the office. This envelope is to send the recorded documents back to you or to whomever should get the originals. If you have a file folder in our office, please pick up your recorded documents at least once a week.
14. ASSIGNMENTS OF MORTGAGE: Reference documents must have the Book/Page or instrument number of original document. Or state how the signing company obtained the mortgage if original lender is not signing.
15. RELEASES OF MORTGAGE: Can reference no more than three mortgages.
16. SATISFACTION PIECES: Can list ONLY one mortgage unless it is a re-recording. Or state how the satisfying company obtained the mortgage.
17. SALES AGREEMENTS: Are required to have the complete address of the buyer and the seller listed.
18. LABEL multiple documents when recording in a batch. (P/A, Deed, Mortgage, etc.) to be sure they get recorded in the proper order.
19. NOTARY section must be filled out in full.
  - a. State and County filled in correctly.
  - b. Date of the acknowledgment should be on or after the execution date of the document.
  - c. Signatures are required to be on the document in ink and original. The names in the acknowledgment should be spelled correctly and be exactly the same as the signors. Name of signor, title and company is required to be typed under the signature line and in the acknowledgment.
  - d. Notary's Commission expiration date must be current, and the stamp must be legible.
  - e. Use a venue stamp if not provided on document.
  - f. **Remote Online Notarization (RON) is acceptable:** Notaries must execute all notarial acts (including acknowledgments) in accordance with all other requirements of the Revised Uniform Law on Notarial Acts. Comply with the safeguards contemplated by the ULC and the recent RON legislation regarding identity verification. Use of secure technology and an audio-video recording of the notarial act and kept for 10 years. The Notary Journal must also be kept as well.  
**A document notarized per RON must reference in the notary certificate and under the signature line, “notarial act involved the use of communication technology”.**

## **POLICY FOR RECORDING INSTRUMENTS**

The Office of the Recorder of Deeds is created by the Constitution of the Commonwealth of Pennsylvania, Article IX, Section 4. To ensure the integrity of York County's public records and reduce the costs associated with indexing and storing public records, only those records which meet recording requirements and which are authorized by law to be recorded will be accepted for recording. The following is a list of documents which are authorized by law to be recorded. The citation to the statute which authorizes the document to be recorded is also provided.

- Affidavit of Title – 21 P.S. § 451
- Agreements
  - To lease or sublease or memorandum thereof – 21 P.S. § 404, 405
  - Granting permanent rights and privileges in real property – 21 P.S. § 356
- Assignment for benefit of creditors – 39 P.S. § 35
- Assignment of mortgage – 21 P.S. § 623-1
- Bankruptcy certificate – 16 P.S. § 9756
- Declarations
  - Condominiums – 68 Pa.C.S. § 3201
  - Cooperative – 68 Pa.C.S. § 4201
- Deeds
  - Coroner's deed – 21 P.S. § 385
  - County Commissioner's deed – 21 P.S. § 383
  - Deed of conveyance – 21 P.S. § 381
  - Deed pursuant to court decree – 21 P.S. § 385
  - Deed of trust – 21 P.S. § 355
  - Marshall's deed – 21 P.S. § 385
  - Sheriff's deed – 21 P.S. § 385, 16 P.S. § 9855
  - Treasurer's deed – 21 P.S. § 385
- Discharge of commissioned or non-commissioned officer or private in the U.S. Armed Forces – 16 P.S. § 9759
- Exemplification of record in one county of deed relating to land in that and another county may be record in the other county – 21 P.S. § 382
- Judgment or decree affecting real estate (to be noted on margin of record of deed to such real estate) – 21 P.S. § 402
- Lease for more than 21 years – 16 P.S. § 9751
- Maps/Plans
  - Subdivision – 21 P.S. § 399
  - Plan of deceased owner by subsequent owner with court approval – 21 P.S. § 392
- Mortgages or defeasible deed – 21 P.S. § 621

**(continued on next page)**

## Documents accepted for recording (cont'd)

- Ordinance by municipality vacating any street, lane or alley – 53 P.S. §§ 1941, 1942
- Orphans' Court Decrees
  - Awarding real estate to the surviving spouse – 20 Pa.C.S. § 2110
  - Setting aside real estate for family exemption – 20 Pa.C.S. § 3123
  - Spousal Election – certified copy of an order or decree providing for liability of transferees of or lien-holders against property subject to the spouse's election – 20 Pa.C.S. § 2211(5)(f)
- Patents and deeds granted by Commonwealth – 21 P.S. § 385
- Power of Attorney, generally 20 Pa.C.S. § 5602(c)
  - Letters of attorney – 21 P.S. § 384
  - To make, sale, conveyance, mortgage or transfer of lands – 21 P.S. § 381
- Receipt for taxes on unseated lands, duly acknowledged – 16 P.S. § 9752
- Real Estate Broker's Lien – 68 P.S. § 1051
- Releases/Satisfactions
  - Release of legacy or recognition charged on real estate – 21 P.S. § 387
  - Release of mortgage lien (satisfaction piece) – 21 P.S. § 762
  - Release of warranties, covenants and liabilities in a deed – 1 Sm. 2 422 (1775)
  - Title Agent Satisfaction of Mortgage – 21 P.S. §721-6
- Transfer of special declarant rights with respect to condominiums – 68 Pa.C.S. § 3304
- Will probated outside Commonwealth, exemplified copy – 21 P.S. § 403

## Requirement for original documents

The Office of the Recorder of Deeds generally requires original documents in order for them to be recorded. For most documents the statute which authorizes its recording also mandates an original document. For example, 20 Pa.C.S. § 5602(c) requires an original, acknowledged power of attorney for recording. Otherwise, the requirement for an original document stems from 204 Pa. Code 1002 which states, "An original writing, recording, or photograph is required in order to prove its content unless these rules, other rules prescribed by the Supreme Court, or a statute provides otherwise." Exceptions to the rule requiring an original include certified copies of court orders or other public records, as the original remains in the custody of another governmental recording or filing office.