

RECORDING REQUIREMENTS:

NOTE: This list is not inclusive of every requirement for every document.
(Documents must be in English or include English translation)

1. DOCUMENTS MUST PERTAIN TO REAL ESTATE AND HAVE ORIGINAL SIGNATURES THAT ARE PROPERLY NOTARIZED.
2. York County accepts recordings through the mail, in person at our office and by E-Recording. OUR E-RECORDING PARTNERS ARE SIMPLIFILE, CSC, EPN and INDECOMM.
3. Documents require a Uniform Parcel Identifier (UPI) before recording. REFER TO **Additional Resources/Assessment Info/Real Estate Assessment Data** OR CALL ASSESSMENT OFFICE (DEED LINK) AT: 717-771-3253 OR 717-771-4656
4. DATE on the document MUST be the same or before the date of the acknowledgement.
5. 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.)
6. A FAMILY TRANSFER statement, (Mother to children) must be typed on deed, if NOT paying transfer taxes. See #10 concerning Statement of Values.
7. NOTARY section should be filled out in full, current expiration date and stamp should be legible. Signatures are required to be on document in ink and original. See [BELOW for more information](#).
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 prior to 5 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 should 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 Grantors. 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.

Remote Online Notarization (RON) is acceptable, ONLY DURING A DECLARATION OF EMERGENCY.

USE OF (RON) IN YORK COUNTY:

Pennsylvania law requires notarial acts to be performed in the physical presence of the notary officer. This means that under normal circumstances, a Recorder's Office is not authorized to accept documents notarized by remote online notarization (RON).

However, in this time of social distancing, the Pennsylvania Department of State issued a notice dated March 25, 2020, to implement RON on a temporary basis and for certain specified transactions.

Notaries must execute all notarial acts (including acknowledgments) in accordance with all other requirements of the Revised Uniform Law on Notarial Acts and comply with the safeguards contemplated by the ULC and the recent RON legislation regarding identity verification, the use of secure technology and an audio-video recording of the notarial act. [A document notarized per RON must reference in the notary certificate that the "notarial act involved the use of communication technology"](#).