

RECORDING REQUIREMENTS

The following is a list that will help reduce the number of documents rejected for recording. These items are required by all Recorders who are members of the Pennsylvania Recorder of Deeds Association.

1. A document submitted for recording must be legible so that after it is imaged a clear copy can be read without magnification and can be reproduced from the image.
2. The maximum page size accepted for recording is 8 ½ x 14 with the exception of maps.
3. All signatures and initials contained in the document must be original and in dark ink suitable for imaging.
4. The document must be dated. The acknowledgment date should not pre-date the date of execution of the document by the party whose signature is acknowledged.
5. The execution and acknowledgment must conform with each other.
6. The document must have a formal acknowledgment (not sworn and subscribed) by a notary public, and must include the following: State, County, date (should not predate the document date), name of individual, corporate or authorized officer appearing, notary signature, notary stamp (where applicable), and expiration date. Instead of a notary public the acknowledging officer may be an Alderman, Attorney at Law, Attorney at Law who acts as a subscribing witness to the person who executed the document, Judge, Commissioner of Deeds, Justice of the Peace, Magistrate, Military Officer (Commissioned), Recorder of Deeds (Deputy). The acknowledgment may be made outside the United States before a Commercial Attaché or Consular Agent of the United States accredited to the country where the acknowledgment is made or Ambassador, Consulo (Consul General or Vice Consul), Counselor to or Secretary of a Legation, Judge/Clerk of any foreign court, Minister, or Charge D'Affairs.
7. All deeds must have the address of the Grantee/Mortgagee. The Grantee address should be signed.
8. All deeds must be accompanied with transfer taxes (if applicable) and a Statement of Value form when required. This form must be fully completed.
9. Deeds and mortgages should indicate the property's municipality, county and state.
10. In the case of a conveyance by a corporation, partnership, or any entity other than the individual, proper authorized officer is required to execute the document.
11. If a conveyance is by a corporation, execution is usually affixed by a president, vice president or treasurer and witnessed by a corporate secretary. When a secretary of other office executes the

document, a resolution or power of attorney must accompany the document authorizing the officer to execute on behalf of the corporation.

12. The consideration stated must be total and complete. The required written amount must match the numerical amount. If the consideration is not stated in total on the face of the document, it must be stated on the Statement of Value form. If claiming an exemption from realty transfer tax, the reason for the exemption must be stated in the document or on the Statement of Value form.
13. A deed transfer that involves more than one municipality must stipulate the division of the transfer taxes.
14. A PIN (parcel identification number) number must be on all documents. This number must be certified by the Lackawanna County Assessment office prior to recording. All documents presented through the mail for recording will be forwarded to the Assessment office for PIN certification prior to recording.
15. When submitting subsequently related documents for recording you must properly reference the previously recorded documents. This may include docket numbers, book & page numbers and /or recording dates.
16. Multiple documents constituting one transaction must clearly indicate the order of recording: any re-recording expenses from improper order of recording will be paid by the party submitting the documents.
17. Re-recording of a document must be re-acknowledged and should contain an explanation as to why they are being re-recorded.
18. We require only one check to be presented upon recording of a document made payable to the Lackawanna County Recorder of Deeds.
19. Documents are accepted through the mail for recording provided they meet all recording requirements and the proper recording fees are included. Your check should be mailed to the Lackawanna County Recorder of Deeds.
20. If you would like your original recorded document returned to you, a self-addressed stamped envelope must be provided at the time of recording.
21. All subdivision and land development maps presented for recording must be approved by the Lackawanna County Planning Commission as well as the proper municipality. The map must be recorded within 90 days of signature. This office will not accept for recordation any maps exceeding a overall size of 24" x 36" and a copy must accompany the original map.
22. All foreign language documents must include a written English translation to be recorded along with the original document.