



Lackawanna County

RECORDER OF DEEDS
Evie Rafalko McNulty

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Recorder of Deeds

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ATTENTION EFFECTIVE JANUARY 2, 2021

RECORDING FEES POLICY UPDATE

In the past, it had been our policy to accept documents presented for recording using one check for the recording of multiple documents. A example of this would be one check submitted to cover the recording of multiple satisfactions pieces. We have been running into some internal auditing and receipting issues with this process.

Therefore, our recording fee policy which has been updated and published on our website several months ago will now be enforced. Clarification on the policy can be found under item #32 *Recording Requirements* on our webpage which states:

*****All recording fees must be for the exact amount.** We do not issue refunds. Any overages of \$5.00 or less will be forfeited. If your overages are over \$5.00 your document will be returned. Checks should be made payable to the Lackawanna County Recorder of Deeds.*

- a. One check will be accepted for a maximum of four documents per land transaction (deed, mortgage, assignment, etc.)*
- b. A maximum of three checks will be accepted for one land transaction batch (deed, mortgage, assignment, etc.)*
- c. A check will not be accepted if in the "memo" of the check it refers to another land transfer document.*

Effective Monday, January 2, 2021, documents must be submitted for recording with individual checks for each **related land transaction batch** (i.e., deed, mortgage, assignment). Documents presented for recording, not meeting this new recording submission criteria, will be rejected for recording without exception effective January 18, 2021.

I'd would like to take this time to again remind you of the option of submitting your documents through the e-recording vendors that we offer in the Recorder of Deeds Office.

Documents can be electronically recorded by contacting one of the following e-recording vendors listed below

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|---------------------|--------------|----------|--|
| • Simplifile | 800-460-5657 | or email | erecord@simplifile.com |
| • CSC | 866-652-0111 | or email | erecording@cscglobal.com |
| • ePN | 888-325-3365 | or email | sales@GOePN.com |