

## Recorder of Deeds

### Instructions for the recording of real estate documents in Lycoming County:

1. Document margins: First page must have a top margin of 2 inches to accommodate proper document labeling.
2. The acknowledgement date should not predate the document date.
3. The acknowledgement must include the following: county, state, date, persons/corporate officers (names and titles) appearing. The notary's signature, seal, stamp, and expiration date must also be included. The word "acknowledged" must be in the body of the acknowledgement/notary.
4. Names in grantor body, names in signature, and names in the acknowledgement must all match or may be cause for rejection or delays.
5. The written dollar amount must match the numerical amount on all deeds and mortgages.
6. All documents that pertain to a specific property must have a UPI (uniform parcel identification number). When filing documents in person you are responsible for obtaining the UPI. The UPI is assigned by the Lycoming County Planning and Zoning Office. Our office will get the UPI for all documents being mailed in.
7. All documents should indicate the property's municipality, if multiple list all.
8. Multiple documents affecting one transaction must be clearly numbered to indicate the order in which they are to be filed.
9. Any document claiming an exemption from transfer tax must have a completed PA Department of Revenue Statement of Value form (REV-183) attached. Only exception is a transfer between family and it must be stated in the document. Also, when paying tax on a document with nominal consideration a Statement of Value must also be included.
10. All deeds, mortgages, and assignments of mortgage should have a grantee, mortgagee, or assignee address.
11. All documents submitted for recording need to have a suitably sized self-addressed paid envelope included.
12. Cash or check are the only types of payments accepted. Make checks payable to "Recorder of Deeds."
13. When mailing in documents include a cover letter with contact information.