



Deborah Bardella
Recorder of Deeds

Office Information

Hours: 9:00 a.m. - 4:30 p.m.
Monday - Friday
Document Recording will conclude at 4:00 p.m.

Phone: Office - 724-228-6806
Fax - 724-228-6737

Address:
Washington County Courthouse Square
Office of Recorder of Deeds
100 W. Beau St., Ste. 204
Washington, PA 15301

MICROFILMING: Since all recordings in our office are archived on microfilm, please use black ink, black stamp pads, black typewriter ribbons and white or manila paper. Since micro-filming is used, marginal notes do NOT apply in this county; however, related documents are noted in the system.

UNACCEPTABLE DOCUMENTS: Only legible documents capable of being reproduced on microfilm will be acceptable for recording. If a document mailed to us is unacceptable for recording for any reason, it will be returned to the sender with a letter of explanation.

MAILING OF RECORDED DOCUMENTS:

The Recorder's Office will not mail recorded documents unless a stamped, self-addressed envelope has been furnished at the time of recording.

WASHINGTON COUNTY COURTHOUSE SQUARE
Office of Recorder of Deeds
100 W. Beau St., Ste. 204
Washington, PA 15301

WASHINGTON COUNTY, PENNSYLVANIA

RECORDER OF DEEDS

DEBORAH BARDELLA



FEE BILL

Effective August 8, 2014

Recording Fees

DEED	\$ 75.50
<i>(4 pages, 4 names, 1 PIN)</i>	
Adjudication, certified excerpt	\$ 64.50
Adverse Possession	\$ 64.50
Affidavit	\$ 29.00
Agreement	\$ 64.50
Amendment	\$ 29.00
Code of Regulations	\$ 29.00
Condemnation	\$ 29.00
Consent Form	\$ 29.00
Declaration of Plans	\$ 29.00
Declarations of Taking or Trust	\$ 29.00
Easement/Right of Way	\$ 64.50
Lease	\$ 29.00
Lease - 30 year	\$ 64.50
Order of Court	\$ 29.00
Permit	\$ 29.00
Protective Covenants & Restriction	\$ 29.00
Survey maps - additional per page	\$ 2.00
 MORTGAGE	 \$ 75.50
<i>(4 pages, 4 names, 1 PIN)</i>	
Amendment	\$ 29.00
Assignment	\$ 64.50
Assumption	\$ 29.00
Extention of Mortgage	\$ 29.00
Modification	\$ 29.00
Order of Court	\$ 29.00
Order to Satisfy	\$ 64.50
Postponement	\$ 29.00
Release	\$ 64.50
Satisfaction Piece	\$ 64.50
Subordination	\$ 29.00

Plans & Maps

State Highway Maps	\$ 19.00
each additional state map	\$ 3.00
Coal/Mining Maps*	\$ 19.00
* Coal Permit	\$ 100.00
* Coal Permit Addendum	\$ 25.00
Deed Map	\$ 19.00
Subdivision/Condominium	\$ 40.00
each additional page	\$ 25.00

FINANCING STATEMENT

UCC I	\$ 110.00
UCCIII	\$ 110.00

ADDITIONAL FEES FOR DEED & MORTGAGE DOCUMENTS:

Each additional Page after 4	\$ 2.00
Each additional name after 4	\$.50
Each additional PIN after 1st	\$ 10.00
each additional description	
relative to existing PIN	\$.50

MISCELLANEOUS FILINGS

Articles of Incorporation	\$ 19.00
Charter	\$ 19.00
Election to Take	\$ 19.00
Merger	\$ 19.00
Notary Public	\$ 37.50
Notary Public - Name or	
Address Change	\$ 20.00
Ordinances	\$ 19.00
Power of Attorney	\$ 29.00
Power of Attorney without PIN#	\$ 19.00
Revocation of Power of Attorney	\$ 29.00
Revocation of Power of Attorney	
without PIN#	\$ 19.00
Veterans Discharge	FREE

COPIES

Copies (by mail/phone-per document)	\$ 10.00
Copies (per page)	\$.50
Certified copies	\$ 10.00
Cerdified copy of cover sheet only	\$ 3.00
Deed or Mtge. Print-outs (weekly)	\$ 3.00
Aperture cards	\$ 2.00

Items Checked on Documents Submitted for Recording

- Document date vs. acknowledgement date: The acknowledgement should not predate the document.
- Acknowledgement must include the following: county, state, date, persons/corporate officers appearing notary signature and notary seal. If any of the above are missing, the acknowledgement will be considered defective.
- Notary stamp must be clear and legible. Writing or typing information on the stamp is a violation of chapter 12 of the PA notary law.
- Names must appear in notary exactly as signatures appear.
- All Foreign Language documents must include written English translations to be recorded along with the original instrument.
- All documents must indicate municipality, county and state where property is located.
- The written amount must match the numerical amount on all deeds and mortgages.
- All deeds, mortgages and assignment of mortgage must have a grantee address with Zip Code. Grantee addresses must be signed.
- Book and page/instrument numbers of mortgages must appear on all documents that refer back to that mortgage.
- Tax map numbers and district codes must appear on all real estate related documents.
- Transfer taxes and/or Statement of Value forms must accompany all deeds. These forms must be fully completed as per the State Department of Revenue.
- On Deeds, Easements or 30-year Leases where transfer taxes are due, three (3) checks must be submitted for recording fees and must be in the correct amount.
- Re-recorded documents must have new acknowledgements.
- Multiple papers constituting one transaction must be clearly numbered as to the proper order in which they are to be placed on record. Any re-recording expenses resulting from an improper order of documents will be paid for by the party submitting the instrument for recording.
- Documents presented for recording with property in more than one locality must clearly state in the document the percentages in whole numbers as to the division of the Transfer Tax.