

RECORDER OF DEEDS

INSTRUCTIONS FOR RECORDING OF REAL ESTATE DOCUMENTS IN LYCOMING COUNTY

1. THE ACKNOWLEDGEMENT DATE SHOULD NOT PREDATE THE DOCUMENT DATE.
2. THE ACKNOWLEDGEMENT (NOTARY) MUST INCLUDE THE FOLLOWING: COUNTY, STATE, DATE, PERSONS/CORPORATE OFFICERS (NAMES AND TITLES) APPEARING AND THE NOTARY'S SIGNATURE, SEAL, AND EXPIRATION DATE. THE WORD "ACKNOWLEDGED" MUST BE IN THE BODY OF THE ACKNOWLEDGEMENT/NOTARY.
3. NAMES IN GRANTOR BODY, NAMES IN SIGNATURE, AND NAMES IN THE ACKNOWLEDGEMENT, MUST ALL MATCH OR MAY CAUSE REJECTIONS/DELAYS.
4. THE WRITTEN/PRINTED \$ AMOUNT MUST MATCH THE NUMERICAL AMOUNT ON ALL DEEDS & MORTGAGES.
5. ALL DOCUMENTS PERTAINING TO A PARTICULAR PROPERTY MUST HAVE A PRE-AUTHORIZED UNIFORM PARCEL IDENTIFICATION NUMBER (UPI) ASSIGNED TO THEM FROM THE LYCOMING COUNTY PLANNING OFFICE PRIOR TO RECORDING IF FILING OVER THE COUNTER. FOR MAILED IN DOCUMENTS, WE WILL PREPARE THE DOCUMENTS TO GO OVER TO PLANNING TO GET THE UPI # EACH DAY, WHEN WE GET THEM BACK THE NEXT DAY WE WILL PROCESS THEM AND IF ALL IS GOOD WE WILL FILE THEM, IF NOT PLEASE INCLUDE A COVER LETTER SO WE HAVE A CONTACT FOR A COURTESY CALL &/OR EMAIL BACK.
6. ALL DOCUMENTS SHOULD INDICATE THE PROPERTY'S MUNICIPALITY, IF MULTIPLE LIST ALL.
7. MULTIPLE DOCUMENTS AFFECTING ONE TRANSACTION MUST BE CLEARLY NUMBERED TO INDICATE THE ORDER IN WHICH THEY ARE TO BE PLACED.
8. DOCUMENTS PRESENTED FOR RECORDING, WITH TRANSFER TAX DUE, CLAIMING A TAX EXEMPTION NOT BY FAMILY RELATIONSHIP OR WITH PROPERTY IN MORE THAN ONE MUNICIPALITY, MUST BE ACCOMPANIED BY A PA DEPT OF REVENUE STATEMENT OF VALUE (REV-183) AND CLEARLY STATE THE REASON FOR AN EXEMPTION OR THE DIVISION OF THE LOCAL TRANSFER TAX IN \$ AMOUNTS. COMMON LEVEL RATIO (CLR) IS 1.36.
9. ALL DEEDS, MORTGAGES, AND ASSIGNMENTS OF MORTGAGE, SHOULD HAVE A GRANTEE, MORTGAGEE, OR ASSIGNEE ADDRESS.
10. ALL DOCUMENTS PRESENTED FOR RECORDING SHOULD HAVE A SUITABLY SIZED SELF-ADDRESSED ENVELOPE ATTACHED TO INSURE DOCUMENT(S) RETURN AFTER PROCESSING.
11. CASH OR CHECK ACCEPTED FOR RECORDING FEES & TRANSFER TAX IF DUE.

