



Carrie Perrell  
Recorder of Deeds

Office Information

Hours: 9:00 a.m. - 4:30 p.m.  
Monday - Friday  
Phone: Office - 724-228-6806

**Document Recording will conclude at 4:00 p.m.**

Washington County Courthouse Square  
Office of Recorder of Deeds  
95 W. Beau St., Ste. 520  
Washington, PA 15301

**FONT SIZE:** Letter size pages must be a minimum of size 12 font. Legal size pages must be a minimum of size 14 font. Please note: We no longer accept legal size pages of documents electronically.

**UNACCEPTABLE DOCUMENTS:** Only legible documents in black and white 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:**

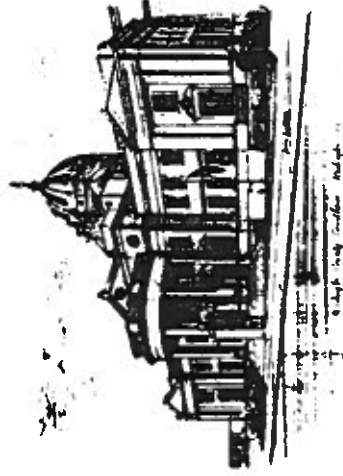
The Recorder's Office will not mail recorded documents unless a stamped, self-addressed envelope has been furnished at the time of recording.

WASHINGTON COUNTY COURTHOUSE SQUARE  
Office of Recorder of Deeds  
95 W. Beau St., Ste. 520  
Washington, PA 15301

WASHINGTON COUNTY, PENNSYLVANIA

RECORDER  
OF DEEDS

Carrie Perrell



FEE BILL

6/1/24  
Fees effective as of 12/1/17

# Recording Fees

<b>DEED</b> (4 pages, 4 names, 1 PIN)	<b>\$ 80.25</b>
Adjudication, certified excerpt	\$ 69.25
Adverse Possession	\$ 69.25
Affidavit	\$ 29.00
Agreement	\$ 69.25
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	\$ 69.25
Lease	\$ 29.00
Lease - 30 year	\$ 69.25
Order of Court	\$ 29.00
Permit	\$ 29.00
Protective Covenants & Restriction	\$ 29.00
Survey maps - additional per page	\$ 2.00

# 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

UCCI	\$ 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
Maps within the first 4 pages	\$ 2.00

## MISCELLANEOUS FILING

Articles of Incorporation	\$ 19.00
Charter	\$ 19.00
Election to Take	\$ 19.00
Merger	\$ 19.00
Notary Public	\$ 35.50
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
Certified copy of cover sheet only	\$ 3.00
Deed or Mige. Print-outs (weekly)	\$ 3.00
Aperture cards	\$ 2.00

# Items Checked on Documents Submitted for Recording

- Document date vs. acknowledgment date: The acknowledgment shall not predate the document. Effective date is not accepted as a document date.
- Acknowledgment must include the following: county, state, date, persons/corporate officers appearing notary signature and notary seal. If any of the above are missing, the acknowledgment will be considered defective.
- Notary stamp must be clear and legible. Writing or typing information on the stamp is a violation of chapter 17 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 tax parcel number(s), 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, (Certificate of Residence) must be signed.
- Book and page/instrument numbers of mortgages must appear on all documents that refer back to that mortgage.
- 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.
- State transfer tax is 1%. Local Transfer tax is 1% with the exception of Peters Township which is 1.5%.
- Re-recorded documents must have new acknowledgements. If using same notary, grantors not required to re-sign.
- 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.