

**COMMON REASONS FOR DOCUMENT REJECTIONS**

**To ensure that your document(s) get recorded the first time review the following reasons for rejection and correct any errors.**

\_\_\_\_\_ DOCUMENT IS NOT IN MONROE COUNTY, PENNSYLVANIA

\_\_\_\_\_ DOCUMENT IS NOT SIGNED

\_\_\_\_\_ DOCUMENT IS NOT DATED

\_\_\_\_\_ TAX CODE NUMBER IS MISSING

\_\_\_\_\_ TAX CODE NUMBER IS WRONG (AN EXAMPLE OF THIS NUMBER IS 3/10A/1/8)

\_\_\_\_\_ ALL DOCUMENTS THAT REFER TO A PIECE OF PROPERTY NEEDS TO STATE THE TOWNSHIP/BOROUGH OR HAVE A LEGAL DESCRIPTION.

\_\_\_\_\_ CONSIDERATION IS MISSING

\_\_\_\_\_ NAMES OF GRANTOR/GRANTEE, MORTGAGOR/MORTGAGEE OR ASSIGNOR/ASSIGNEE IS MISSING OR MISSPELLED.

\_\_\_\_\_ SIGNATURES MUST BE ORIGINAL AND IN INK. ALL NAMES AND TITLES MUST MATCH THE NAMES AND TITLES IN THE ACKNOWLEDGEMENT.

\_\_\_\_\_ THE NAMES OF ALL OF THE PEOPLE WHO SIGN THE DOCUMENT(S) MUST BE TYPED OR PRINTED DIRECTLY BENEATH THE SIGNATURE AND STATE THE OFFICAL TITLE OF THE PERSON.

\_\_\_\_\_ IF A PERSON IS REQUIRED TO SIGN THE DOCUMENT CAN NOT SIGN HIS/HER NAME DUE TO A DISABILITY, THEY CAN MAKE A MARK "X" INSTEAD. THIS MARK NEEDS TO BE WITNESSED BY TWO OTHER PEOPLE. THE NOTARY MUST PUT "HIS/HER MARK" NEAR THE PERSONS MARK.

## Recorder of Deeds of Monroe County

---

SIGNING AS "AGENT" REQUIRES A POWER OF ATTORNEY (GIVING THE AGENT AUTHORITY TO SIGN THE DOCUMENT) TO BE RECORDED IN OUR OFFICE BEFORE THIS DOCUMENT CAN BE RECORDED.

ACKNOWLEDGMENT IS DEFECTIVE AS FOLLOWS:

- |  |  |
|--|--|
| <input type="checkbox"/> NOT DATED                   | <input type="checkbox"/> NOTARY COMMISSION EXPIRED   |
| <input type="checkbox"/> PREDATES THE EXECUTION DATE | <input type="checkbox"/> WHO APPEARED MISSING OR THE WRONG PERSON IS ACKNOWLEDGED  |
| <input type="checkbox"/> NOTARY SIGNATURE MISSING    | <input type="checkbox"/> NOTARY STAMP IS MISSING   |
| <input type="checkbox"/> STATE MISSING/WRONG         | <input type="checkbox"/> NOTARY STAMP MUST BE RESTAMPED (MUST INCLUDE THE EXPIRATION DATE AND BE LEGIBLE AND DARK FOR SCANNING PURPOSES) |
| <input type="checkbox"/> COUNTY MISSING/WRONG        |  |

THE COMPLETE ADDRESS OF THE GRANTEE/MORTGAGEE/ASSIGNEE IS:

- NOT SIGNED
- MISSING

**PA STATEMENT OF VALUE FORMS IS REQUIRED TO SET THE AMOUNT OF EXEMPTION CLAIMED.**

PA STATEMENT OF VALUE FORMS ARE DEFECTIVE AS FOLLOWS:

- |   |  |
|---|--|
| <input type="checkbox"/> ALL SECTIONS ARE NOT COMPLETED                     | <input type="checkbox"/> NOT SIGNED            |
| <input type="checkbox"/> A COPY OF TRUST/MORTGAGE OR ASSIGNMENT IS REQUIRED | <input type="checkbox"/> REQUIRED IN DUPLICATE |

SATISFACTION OF MORTGAGE/ASSIGNMENT OF MORTGAGE IS INCORRECT AS FOLLOWS:

- MORTGAGE BOOK & PAGE IS MISSING OR INCORRECT
- ORIGINAL MORTGAGEE(S) MORTGAGOR(S) ARE MISSING
- MERGER, CHANGE OF NAME OR DEATH IS NOT STATED

# Recorder of Deeds of Monroe County

---

## ALL CHECKS SHOULD BE MADE OUT TO THE RECORDER OF DEEDS

THE CHECK IS:

\_\_\_\_\_ MISSING

\_\_\_\_\_ WRONG AMOUNT

\_\_\_\_\_ UNSIGNED

\_\_\_\_\_ PERSONAL CHECKS ARE NOT ACCEPTED

\_\_\_\_\_ OUT-DATED

## TRANSFER TAX IS DUE IN THE AMOUNT OF 2% OF THE CONSIDERATION OR THE FAIR MARKET VALUE

\_\_\_\_\_ TRANSFER TAX IS MISSING OR WRONG AMOUNT