- The minimum paper size of documents presented for recording is 8 ½ X 11, maximum size is 8 ½ X14. (Sub-divisions are the exception.) 8 ½ x 11 is the preferred size for scanning and accuracy.

- All documents presented for recording must use black text and must be on white or manila paper. Handwritten text is not permitted with the exception of signatures and clearly printed "Mail to" address.

- Documents presented for recording should not contain tape, glue, correctional fluid or tape and highlighted areas should be avoided.

- Documents must be single sheets of paper. Continuous paper is not acceptable. The document can contain text on each side of the sheet of paper. (Each side with text counts as one page for the recording fees.)

- The "Record and Mail to" area must include: a name and address with zip code, and must be clearly handwritten on the document.

- Avoid submitting documents containing SOCIAL SECURITY numbers.

- All documents submitted for recording must be accompanied by a self-address stamped envelope, large enough to accommodate the documents submitted. There is a $2.00 service charge for all returned documents.

- Document(s) will be indexed by the EXACT name that appears on the document.

- All documents must clearly indicate the municipality, township, borough, county and state where property is located.

- All documents that reference a prior recorded document must reference the original recording information. (Book, Volume & Page)

- We do not accept any BLANKET documents.

- Satisfaction pieces, assignments and releases must include Mortgage volume and page, amount of original mortgage, recording date of mortgage, tax parcel number, Municipality and address.

- Re-recorded documents should have NEW acknowledgements and must clearly indicate why the documents required re-recording. Deeds can only be corrected by filing a corrective deed. The corrective deed must be accompanied by a duplicate affidavit of value with the deed being corrected attached to one of the copies. Deeds that require a Statement of Value form (in duplicate) must be completely filled out, signed and dated. The Statement of Value form is

considered as one page of the document.

- All taxable deeds presented for recording with property in more than ONE municipality must specify, within the document, the percentages and dollar amounts in whole numbers as to the disbursement of local Realty Transfer Tax. The Deeds must also be accompanied by the REALTY TRANSFER TAX STATEMENT OF VALUE.

- Tax parcel numbers must be listed on 1st page of each document. Multiple parcels may be recorded on one deed.

- All foreign language documents must include written English translations to be recorded with the original notarized document. The translator would take both papers to a notary who would compose an affidavit in which the translator swears that the interpretation is a true and correct one.
- Acknowledgement must include the following: County, State, date, persons/corporate officers appearing, notary signature, and notary rubber stamp. The use of a notary embosser seal is now optional for Pa acknowledgements. If any of these items are missing, the acknowledgement will be considered defective. Acknowledgement must include Corporate officer with title indicating authority to sign document for corporation named on the face of the document.

- The notary stamp MUST be clear, legible and in the vicinity of the acknowledgement. Split Acknowledgements are not accepted. (Writing or typing information on the notary stamp is a violation of Chapter 12 of the PA Notary Law.) Pennsylvania has adopted the Uniform Acknowledgement Act and all acknowledgements must comply with the Act. See Purdon's 21 Section 291.1 et seq.

- The acknowledgement date of a document MUST NOT PREDATE the document date. Multiple documents constituting one transaction must be clearly number as to the proper order in which they are to be placed on record. Any re-recording expense resulting from an improper order of recording will be paid for by the party submitting the document for recording.

- Deeds and mortgages must have a complete legal description which must include: municipality, county and state; lot number and/or a complete lot description in metes and bounds.

- The printed dollar consideration must match the numerical amount on all deeds and mortgages.

- Personal checks are not accepted. The Recorder of Deeds will accept payment in the form of cash, certified checks, money order, business checks and credit cards.

- All checks and money orders must be made payable to the Monroe County Recorder of Deeds.

- Credit cards are accepted subject to a small convenience fee.

- Checks submitted for payment of taxes and fees must be in the correct amount.

The preceding list of document specifications, payment options and recording requirements has been prepared by the Recorder of Deeds Office of Monroe County as a courtesy to the public, and is meant to be a convenient guide to commonly asked questions about deeds, their contents, recording requirements and methods of payment. The user should not rely upon this guide for the preparation of deeds and the validity of the contents thereof. You should contact your attorney regarding any questions concerning your deed or the legality of its contents. Our office will be glad to answer any questions that you may have about the recording of your deed, but will not determine the correctness or legality of the information contained therein.