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.

1. Our county requires a Tax Parcel Number on the 1st Page of any document; it appears that you have a PIN instead. Please add the Tax Parcel Number and resubmit.
2. The Tax Parcel Number is formatted incorrectly. Please make sure the slashes (/) and/or dashes (-) are in the proper places.
3. The Tax Parcel number does not match the legal description or township/borough.
4. The Tax Parcel number is incorrect.
5. If you are not submitting a full legal description, the minimum information we need on this document to certify the Tax Parcel Number is the municipality. Please add the Township or Borough where this parcel is physically located (the postal address is not necessarily the municipality).
6. The Statement of Value form is incomplete: please fill in the date of acceptance.
7. The Statement of Value form is incomplete: please sign & date the bottom.
8. The Statement of Value form is incorrect: please correct the Township or Borough in Section C.
9. The Statement of Value form is incorrect: please correct the School District in Section C.
10. The Statement of Value form is incorrect: please correct the Tax Parcel Number is Section C.
11. The Statement of Value form is incomplete: please place an asterisk next to the amount you are paying the transfer tax on – either the Total Consideration or Computed Value – in Section D.
12. The Statement of Value form is incorrect: please correct the Common Level Ratio & recalculate the Computed Value in Section D. If you are claiming tax exemption, this may also change your Amount of Exemption Claimed in Section E.
13. We require a signed, precise address of the Grantee, Mortgagee or Assignee on Deeds, Mortgages and Assignment of Mortgages.
14. The notary acknowledgment is missing the notary's stamp/seal.
15. The notary acknowledgment predates the document instrument date.
16. The notary acknowledgment is missing county and/or state.
17. The notary acknowledgment is missing who appeared.
18. The notary stamp is unreadable.
19. The notary stamp does not match the state/county of the acknowledgment.
20. Signatures are unreadable. Please rescan darker & resubmit.
21. We do not record personal information for public record including Social Security Numbers, Death Certificates, copies of Drivers Licenses, etc. Please remove these from your documents before they are resubmitted.
22. You must submit a copy of the trust after the statement of value when claiming exemption based on a transfer to a trust. The pages of the trust will not be recorded. They will be printed & submitted to the state with a copy of the Statement of Value. You will be charged a printing fee of $.50/page for all helper documents that we print and send to the state.

23. You must submit a copy of the mortgage and any assignments after the statement of value when claiming exemption from a mortgagor to a holder of a mortgage in default. The pages of the mortgage and assignments will not be recorded. They will be printed & submitted to the state with a copy of the Statement of Value. You will be charged a printing fee of $.50/page for all helper documents that we print and send to the state.
24. You must submit a copy of the deed being corrected after the statement of value when claiming exemption for a corrective deed. The pages of the previously recorded deed will not be recorded. They will be printed & submitted to the state with a copy of the Statement of Value. You will be charged a printing fee of $.50/page for all helper documents that we print and send to the state.
25. When claiming tax exemption for a corrective deed, please state what is being corrected on the 'other' line in Section E2 of the Statement of Value and make sure it is stated on the deed.
26. If you are transferring property out of an estate that has been raised within Pennsylvania, you must include the county and file number in which the estate is raised in the document or on the Statement of Value.
27. If you are transferring property out of an estate that has been raised outside of Pennsylvania, you must file an exemplified copy of probate with the Monroe County Register of Wills. Once it is filed, you must include the file number we issue on the document or on the Statement of Value.
28. See comments