

Indiana County Recorder of Deeds

FEE SCHEDULE EFFECTIVE JANUARY 1, 2021

Action Quiet Title	\$30.50
Addendum	\$30.50
Additional pages after four	\$2.00
Additional names after four	\$.50
Affidavit	\$30.50
Affidavit of Non Production	\$30.50
Ag. Security Agreement	\$30.50
Agreement	\$30.50
Amended Declaration	\$30.50
Amended Mortgage	\$30.50
Amendment	\$30.50
Articles of Agreement	\$30.50
Articles of Incorporation	\$20.50
Assignment	\$30.50
Assignment of Easement	\$70.75
Assignment of Lease	\$30.50
Assignment of Mortgage	\$70.75
Assignment of Royalty	\$30.50
Award of Real Estate	\$70.75
Bankruptcy	\$30.50
Bill of Sale	\$30.50
By Laws	\$20.50
Cancellation	\$30.50
Cert Ltd Partnership	\$20.50
Certificate	\$20.50
Certificate of Ownership	\$7.00
Certificate of Name	\$7.00
Certificate with Blue Back	\$5.00
Charter	\$20.50
Claim	\$20.50
Condemnation	\$30.50
Condominium Code of Reg	\$30.50
Consent	\$30.50

Contract	\$30.50
Covenant	\$30.50
Declaration of Taking	\$30.50
Declaration of Trust	\$30.50
Declaration	\$30.50
Decree of Distribution	\$70.75
Deed (4pgs, 4 names)	\$80.75
Deed of Easement	\$70.75
Deed of Surrender	\$30.50
Deed of Trust	\$80.75
Discharge (Veteran)	Free
Disclaimer	\$30.50
Easement	\$70.75
Election	\$30.50
Ext O & G Lease	\$30.50
Extension	\$30.50
Filing Fee – Act 172 of 1986	\$12.00
Underground Utility Line Protection Act	
Copy of Act 172 Municipality	\$.50
Fin Statement	\$100.00
Fin Stmt Amendment	\$100.00
Fin Stmt Assignment	\$100.00
Fin Stmt Continuation	\$100.00
Fin Stmt Release	\$100.00
Fin Stmt Termination	\$100.00
Grant	\$30.50
Installment Sales Agreement	\$70.75
Lease	\$30.50
Lease (30 year plus)	\$70.75
Lease Assignment	\$30.50
List of Liens	\$7.00
Limited Partnership	\$20.50
Memo O & G Lease	\$30.50
Memorandum	\$30.50
Merger	\$30.50

Mine Maps	
Large – First Page	\$17.00
Additional Large Pages	\$5.00
Half Size Pages	\$6.00
Additional Half Size Pages	\$5.00
Small Page	\$4.00
Mine Permit	\$7.00
Permit Books – 2” thick	\$28.00
Permit Books – 1” thick	\$13.00
Modification of Lease	\$30.50
Modification of Mortgage	\$30.50
Modify Assignment	\$30.50
Mortgage (4 pgs, 4 names)	\$80.75
Mortgage Certificate	\$7.00
Notary	\$42.50
Notary – Change of Name	\$20.50
Notations (1st one free)	\$2.00
Notice	\$30.50
Notice/Condemnation	\$30.50
Oil & Gas Lease	\$30.50
Option	\$30.50
Option Assignment	\$30.50
Order of Court	\$30.50
Ordinance	\$20.50
Partial Assignment	\$30.50
Partial Release of Mortgage	\$70.75
Partial Release	\$30.50
Partial Sublease	\$30.50
Partial Surrender	\$30.50
Partial Termination	\$30.50
Permit	\$30.50
Plan of Lots – Large 24x36	\$43.50
Plan of Lots – Small 24x18	\$33.50
Police Commission	\$22.50
Postal Lease	\$30.50
Postage (if no SASE provided)	\$1.00

Postponement Mortgage	\$30.50
Power of Attorney	\$20.50
Power of Attorney Revocation	\$20.50
Ratification	\$30.50
Receipt	\$20.50
Release	\$30.50
Release of Mortgage	\$70.75
Release of O & G Lease	\$30.50
Resolution	\$20.50
Revision	\$30.50
Revocation	\$20.50
Right of Way	\$70.75
Satisfaction Piece	\$70.75
Sewage Permit	\$30.50
State Highway Maps – 1st page	\$15.00
Additional Pages	\$3.00
Subdivision – 8-1/2 x 14	\$30.50
Sublease	\$30.50
Subordination Agreement	\$30.50
Subordination of Mortgage	\$30.50
Supp O & G Lease	\$30.50
Supplemental Indenture	\$30.50
Supplemental Mortgage	\$30.50
Surrender	\$30.50
Survey – 8-1/2 x 14	\$20.50
Terminate O & G Lease	\$30.50
Termination	\$30.50
Trust	\$30.50
Unit Oper Design	\$30.50
Vacation	\$30.50
Waiver	\$30.50

Indiana County Courthouse
825 Philadelphia St.
Indiana, PA 15701

Karen L Vehovic-Green, Acting Recorder
724-465-3860

Indiana County, Pennsylvania

Recording Requirements

**STAMPED SELF-ADDRESSED
ENVELOPE OF SUFFICIENT SIZE
TO ACCOMMODATE DOCUMENTS
MUST BE INCLUDED WITH EVERY
RECORDING OR REQUEST**

The following is a list that will help reduce the number of documents that need to be returned.

1. Acknowledgment date cannot predate document date.
2. Acknowledgment must include the following: county, state, date, person or corporate officer's names and titles of persons appearing, notary signature and expiration date. If any missing, acknowledgment considered defective.
3. Deeds and mortgages should indicate the property's municipality, county and state.
4. Numerical amount must match written amount on deeds and mortgages.
5. Book and page numbers of mortgages must appear on all documents that refer back to this document.
6. Transfer taxes or Statement of Value must accompany all transfers unless exemption is clearly stated in the deed. (Ex. family transfer) **The Statement of Value form is counted as a page within the document.** In addition, please include an extra copy of the Statement of Value for submission to the Department of Revenue.
7. Multiple documents constituting one transaction must clearly indicate the order of recording; any re-recording expenses from improper order of recording will be paid by party submitting document.
8. Re-recording of document must be re-acknowledged.

9. Deed with transfer tax in more than one municipality must stipulate division of transfer tax.
10. Deed and Mortgages must have certified grantee/mortgagee address; should be signed.
11. Checks should be made payable to *Recorder of Deeds* for the exact amount.
12. When filing deeds, three separate checks and required: One (1) for Recording Fees, One (1) for the 1% Municipal Transfer Tax, and One (1) for the 1% State Transfer Tax.
13. Any assignment cannot reference more than 10 notations on a single document.
14. A UPI (uniform parcel identifier) number must be on all documents that deal with real estate. This is an 8+digit number Ex. 00-000-000.

Uniform Parcel Identifier

The Indiana County Tax Assessment Office (hereafter, the "Assessment Office") shall establish and administer a uniform parcel identifier system for all parcels of real property within Indiana County. The system shall be based upon the county tax maps and the system of numbers now used to identify parcels on the real estate tax assessment record of Indiana County, but shall be modified as necessary to satisfy all requirement of the Uniform Parcel Identifier Law. The Assessment Office shall assign a unique uniform parcel identifier to each parcel of land within Indiana County. Each uniform parcel identifier shall be a finite, punctuated sequence of numbers or characters. The uniform parcel identifier of each parcel shall also be the permanent depository of all county tax maps. The county tax maps shall clearly show the uniform parcel identifier number of each parcel of land within Indiana County.

Each deed, mortgage, lease, certificate of distribution, grant of easement, release, satisfaction, or other instrument affecting real estate within Indiana County shall include a

reference to the uniform parcel identifier and municipality of the real estate being conveyed, mortgaged, leased, released, or otherwise affected by that instrument.

The Recorder of Deeds of Indiana County **shall not accept** for recording any instrument which does not include a reference to the uniform parcel identifier of the real estate being conveyed, mortgaged, leased, released, or otherwise affected by that instrument. The Recorder of Deeds, to the extent, possible, shall provide for the indexing of land within Indiana County by reference to the uniform parcel identifier system.

If any parcel already assigned a uniform parcel identifier is to be sub-divided, or if two or more parcels are to be amalgamated, the owner of such parcel or parcels shall apply to the Assessment office for the assignment of a uniform parcel identifier to each parcel resulting from subdivision or amalgamation. Except as such subdivision or amalgamation affects only the oil, gas, coal, minerals or other sub-surface estate beneath an identified parcel, the owner shall either submit a plan to the Assessment Office, prepared by a professional land surveyor, showing a metes and bounds description for each parcel resulting from the subdivision or amalgamation, or shall provide the Assessment Office with a reference to the relevant lot numbers shown on such a plan that is then recorded. In the case of a conversion of real estate into a condominium, plats, and plans which satisfy the requirement of the Pennsylvania Uniform Condominium Act, 68 Pa.C.S. §3101, et seq., shall satisfy the requirements of this ordinance. The Assessment Office shall assign the required uniform parcel identifier or identifiers within one business day after the required information is presented to the Assessment Office, provided that the applicant has complied with all other applicable laws and ordinances. No uniform parcel identifier shall be assigned to any right-of-way or easement.



INDIANA COUNTY RECORDER OF DEEDS

Recording Fees

KAREN L VEHOVIC-GREEN,
Acting Recorder

INDIANA COUNTY COURTHOUSE
825 PHILADELPHIA STREET
INDIANA, PA 15701

Phone (724) 465-3860
Fax (724) 465-3863

Hours: Monday-Friday
8:00 to 4:00

www.indianacountypa.gov