

DOCUMENT RECORDING REQUIREMENTS

Make sure your document complies with the requirements below.

- The document must be on white 8.5" by 11" paper and typed with a 10-point font size in black ink. Text must be printed on one-side only. No two-sided pages for recordings.
- Document margins: The first page must have a 3" margin at the top. The left side needs to contain the "Prepared by" and "Return to" party name, address, and phone number. The rest of the first page must have 1" margins. All other pages must have 1" margins on all sides.
- The document must be dated.
- The document must have the names of all parties typed in the GRANTOR and GRANTEE captions.
- The document must be for an Indiana County property and contain a metes-and-bounds description and the street address of the property referred to in the document.
- The document must have an acknowledgement by a notary public and must include the following: state, county, date, persons/corporate officers appearing with title, notary signature, and the notary expiration date. The use of the notary *seal* is optional for Pennsylvania notaries. The notary **stamp** must be clear and legible.
- The names in the OR caption, the signatures, and the acknowledgement must be the same.
- In the case of a conveyance by a corporation, partnership, or any other entity, an authorized officer must sign the document and title designated.
- Deeds, mortgages, and assignments are required to have a signed certified grantee/mortgagee address (Certificate of Residence Paragraph).
- The consideration stated must be total and complete. Numerical amounts must match written amounts on deeds and mortgages.
- If a Statement of Value is included, it must be filled out with ALL information including Assessed Value (obtain through Tax Assessment Office), correct CLR rate, and reason for exemption. Two originals should be included (one for state, the other included as page of recording) and trust attached if needed.
- We cannot take e-recordings with trusts attached. Those recordings must be mailed to us with one copy of the trust.