

Recording Requirements

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

INCLUDE WITH EVERY RECORDING:

- **ENVELOPE: stamped, self-addressed sized to documents (or add \$1 to Recording Cost check)**
- **CHECK for Recording Costs (Deeds: WITH TRANSFER TAX - Add two additional checks: one for 1% Local tax, and one for 1% State tax)**

“We are not permitted to give legal advice. We suggest that you contact an attorney for any questions you may have.”

1. Acknowledgement date cannot predate document date.
2. Acknowledgement must include the following:
 - County and state
 - Date
 - Person or corporate officer’s name **and** officer’s title appearing before notary
 - Notary signatures and expiration dateAny missing info means acknowledgement is considered defective.
3. Deeds and mortgages should STATE the property’s municipality, county and state. STATE school district for these Townships: Blacklick, Canoe, and Young.
4. The UPI (Uniform Parcel Identifier) number MUST be on all real estate documents (00-000-000)
5. Numerical amount must match written amount on deeds and mortgages.
6. Mortgages must include either Book/Page or Instrument Numbers that refer back to this document.

7. Transfer Taxes or Statement of Value (SOV):
 - Must accompany all transfers OR clearly STATE exemption in the deed (ex. Family member to family transfer).
 - One Statement of Value (SOV) is counted as **a page** within the document.
 - One completed SOV must also be included for the Dept. of Revenue.
8. Deed with transfer tax in more than one municipality must stipulate percentage division of transfer taxes.
9. **Three checks** are made payable to: **Recorder of Deeds** for the exact amount:
 - One (1) for Recording Fees
 - One (1) for the 1% Municipal Transfer Tax
 - One (1) for State Transfer Tax.
10. 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. (ex: Deed then Mortgage)
11. IF Re-recording a mortgage/related document, it must be *re-acknowledged* and include original document as an exhibit.
12. Deeds and mortgages must have certified grantee/mortgagee address; Certificate of Residence MUST be signed.
13. Any assignment cannot reference more than 10 notations on a single document.

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 requirements 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 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.

This County Recorder of Deeds (ROD) **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 ROD, 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 conversion of real estate into a condominium, plats, and plans which satisfy the requirement of the Pennsylvania Uniform 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.

Do you want to e-Record your documents?
WE ACCEPT: CSC and Simplifile



Maria Jack
RECORDER OF DEEDS

FEE SCHEDULE

Effective January 1, 2021

RECORDING REQUIREMENTS

This list may not include all policies. Contact us for clarification of specific policies.

COUNTY OF INDIANA
825 PHILADELPHIA ST.
INDIANA, PA 15701

Phone: 724-465-3860
Fax: 724-465-3863

Hours: Monday-Friday
8:00-4:00
Closed on designated County holidays

View records online at
www.indianacountypa.gov