



LEHIGH COUNTY RECORDER OF DEEDS DIVISION

Recording Guidelines



DOCUMENT SPECIFICATIONS

Maximum paper size accepted for recording is 8 ½ X 14, except for subdivision, condo and highway maps, which must be no wider than thirty-six (36) inches.

All documents submitted for recording must be clear and legible so that, after it is imaged, a copy can be read without magnification and be reproduced from the image.

Margin requirements on all documents, except a State form (Ex. UCC, Notary commissions) are as follows:

On the first page, a three (3) inch margin on the top of the page, with the right side of this top margin to be left blank for Recorder's use only and one (1) inch margins on the bottom and the sides.

Each additional page must have one (1) inch margins on all sides.

Documents that do not meet these requirements will be charged an additional \$10.00 non-compliance fee.

All documents must be signed with original signatures and in dark ink suitable for imaging.

PAYMENT OPTIONS

All checks must be made payable to the Recorder of Deeds.

Blank checks are not accepted.

No more than ten (10) documents may be recorded with one check.

Checks submitted for payment of state and local realty transfer tax and recording fees must be in the correct amount. A separate check in the exact amount must be submitted for the payment of the 1% State Realty Transfer Tax. The 1% Local Realty Transfer Tax and the recording fee may be combined in one check.

Any overpayment, up to twenty-dollars (\$20.00), will be considered a forfeit fee.

RECORDING REQUIREMENTS

Documents must be related to real estate in Lehigh County.

The UPI number (PIN and PARNUM) must appear on all documents relating to real estate and will be certified by GIS Department. To obtain PIN and PARNUM information, see Lehigh County Website, www.lehighcounty.org, under Services, Assessment Records.

All documents relating to real estate must indicate the correct municipality, county and state where the parcel is located.

The written consideration amount must match the numerical amount on all deeds and mortgages.

If a document reads "Legal Attached" or "Exhibit A Attached", the appropriate page(s) must be attached.

Names at the signature and in the acknowledgment must be exactly the same.

No seal or stamps shall cover signatures or printed text of the document.

The acknowledgement date must not predate the date of execution of the document.

A document must have a proper acknowledgement by a notary public and must include the following:

County

State

Date

Name of person(s) signing (If a corporate acknowledgement, the officer's title and company name must be cited.)

Notary signature

Notary stamp/seal (Must be clear, legible, and dark ink.)

Notary expiration date

If any of the above is missing, the acknowledgement will be considered defective.

A Correction Deed must include a Statement of Value form (in duplicate) along with a complete copy of the original recorded deed which is being corrected.

Transfer taxes and/or Statements of Value must accompany all transfers of property, unless the exemption is clearly stated on the deed (This applies to family transfers only). The Department of Revenue requires the Statement of Value to be fully completed. The Statement of Value must be submitted in duplicate.

Any taxable document submitted for recording where the property is located in more than one municipality must be accompanied by a signed statement which clearly specifies the percentages and dollar amounts in whole numbers of the local realty transfer tax to be paid to each municipality.

All deeds must have a complete certified address of the grantee, clearly written or typed and signed by the grantee or designee.

All assignments must have a complete certified address of the assignee, clearly written or typed and signed by the assignee or designee.

All mortgages must have a complete certified address of the mortgagee, clearly written or typed and signed by the mortgagee or designee.

Multiple documents constituting one transaction must be clearly numbered as to the proper order in which they are to be recorded.

Any document that references a prior recorded document must state the original recording information and the book and page number or instrument number.

Re-recorded documents must have a new acknowledgment, along with an explanation typed or written on the document as to why it is being re-recorded. Re-recorded deeds are not accepted. See Correction Deed above.

Foreign language documents must include a written English translation.

A stamped, self-addressed envelope with the correct postage and of the appropriate size must accompany all documents in order for the documents to be returned.

All copies to be certified by the Recorder of Deeds office must be made in the Recorder of Deeds Division office at the time of the certification. A certified copy constitutes a complete copy of the recorded document.

Please Note: The above recording requirements are only a guide for the preparation of documents. Contact your attorney regarding any questions concerning your document or the legality of its contents.