

Indiana County Recorder of Deeds
PATRICIA STREAMS-WARMAN
724-465-3860

Action Quiet Title	\$ 28.50
Addendum	\$ 28.50
Additional pages after four	\$ 2.00
Additional names after four	\$.50
Affidavit	\$ 28.50
Ag. Security Agreement	\$ 28.50
Agreement	\$ 28.50
Amended Declaration	\$ 28.50
Amended Mortgage	\$ 28.50
Amendment	\$ 28.50
Articles of Agreement	\$ 28.50
Articles of Incorporation	\$ 18.50
Assignment	\$ 28.50
Assignment of Lease	\$ 28.50
Assignment of Mortgage	\$ 52.00
Assignment of Royalty	\$ 28.50
Award of Real Estate	\$ 52.00
Bankruptcy	\$ 28.50
Bill of Sale	\$ 28.50
By Laws	\$ 18.50
Cancellation	\$ 28.50
Cert Ltd Partnership	\$ 18.50
Certificate	\$ 18.50
Certificate of Ownership	\$ 5.00
Certificate of Name	\$ 5.00
Certification with Blue Back	\$ 3.00
Charter	\$ 18.50
Claim	\$ 18.50
Condemnation	\$ 28.50
Condominium Code of Reg	\$ 28.50
Consent	\$ 28.50
Contract	\$ 28.50
Copies (per page)	\$.25
Declaration of Taking	\$ 28.50
Declaration of Trust	\$ 28.50

Declaration	\$ 28.50
Decree of Distribution	\$ 52.00
Deed	\$ 62.00
Deed of Easement	\$ 52.00
Deed of Surrender	\$ 28.50
Deed of Trust	\$ 62.00
Discharge (Veteran)	FREE
Easement	\$ 52.00
Election	\$ 28.50
Ext O & G Lease	\$ 28.50
Extension	\$ 28.50
Filing Fee - Act 172 of 1986 <small>(Underground Utility Line Protection Act)</small>	\$ 10.00
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
Installment Sales Agreement	\$ 52.00
Lease	\$ 28.50
Lease (30 year plus)	\$ 52.00
Lease Assignment	\$ 28.50
List of Liens	\$ 5.00
Limited Partnership	\$ 18.50
Memo O & G Lease	\$ 28.50
Memorandum	\$ 28.50
Merger	\$ 28.50
Mine Maps	
Large - first page	\$ 15.00
Additional large pages	\$ 3.00
Half size pages	\$ 4.00
Additional half size pages	\$ 3.00
Small Page	\$ 2.00

Mine Maps (Continued)	
Mine Permit	\$ 5.00
Permit Books - 2" thick	\$ 28.00
Permit Books - 1" thick	\$ 13.00
Modification of Lease	\$ 28.50
Modification of Mortgage	\$ 28.50
Modify Assignment	\$ 28.50
Mortgage	\$ 62.00
Mortgage Certificate	\$ 5.00
Notary	\$ 40.50
Notary - Change of Name	\$ 18.50
Notations (1 st one free)	\$ 2.00
Notice	\$ 28.50
Notice/Condemnation	\$ 28.50
Oil & Gas Lease	\$ 28.50
Option	\$ 28.50
Option Assignment	\$ 28.50
Order of Court	\$ 28.50
Ordinance	\$ 18.50
Partial Assignment	\$ 28.50
Partial Release of Mortgage	\$ 52.00
Partial Release	\$ 28.50
Partial Sublease	\$ 28.50
Partial Surrender	\$ 28.50
Partial Termination	\$ 28.50
Permit	\$ 28.50
Plan of Lots - Large 24 x 36	\$ 41.50
Plan of Lots - Small 24 x 18	\$ 31.50
Police Commission	\$ 20.50
Postal Lease	\$ 28.50
Postage (If no SASE is provided)	\$ 1.00
Postponement Mortgage	\$ 28.50
Power of Attorney	\$ 18.50
Ratification	\$ 28.50
Receipt	\$ 18.50

Release	\$ 28.50
Release of Mortgage	\$ 52.00
Release of O & G Lease	\$ 28.50
Resolution	\$ 18.50
Revision	\$ 28.50
Revocation	\$ 18.50
Right of Way	\$ 52.00
Satisfaction Piece	\$ 52.00
Sewage Permit	\$ 28.50
State Highway maps - 1 st page	\$ 15.00
Additional Pages	\$ 3.00
Subdivision - 8 1/4 x 14	\$ 28.50
Sublease	\$ 28.50
Subordination Agreement	\$ 28.50
Subordination of Mortgage	\$ 28.50
Supp O & G Lease	\$ 28.50
Supplemental Indenture	\$ 28.50
Supplemental Mortgage	\$ 28.50
Surrender	\$ 28.50
Terminate O & G Lease	\$ 28.50
Termination	\$ 28.50
Trust	\$ 28.50
Unit Oper Design	\$ 28.50
Vacation	\$ 28.50
Waiver	\$ 28.50

Indiana County Courthouse
825 Philadelphia St.
Indiana, PA 15701

FEE SCHEDULE EFFECTIVE
DECEMBER 08, 2009

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. Acknowledgement date cannot predate document date.
2. Acknowledgement must include the following: county, state, date, person or corporate officer's names and titles of persons appearing, notary signature and expiration date.
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.
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 taxes.
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 are required: (1) for Recording Fees (1) for 1% State Transfer Tax (1) for 1% Municipal 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 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.



PATRICIA STREAMS-WARMAN
~Recorder of Deeds~

INDIANA COUNTY
825 Philadelphia St.
Indiana, PA 15701
Phone (724) 465-3860
Fax (724) 465-3863

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

http://regrec.countyofindiana.org