

<b>Base Fees</b>	
\$23.50	Adverse Possession
\$23.50	Affidavit
\$47.00	Agreement of Sale/Installment Sales Agreement
\$23.50	Agreements - Deed and Mortgage
\$23.50	Agricultural Security Area
\$23.50	Amendments – Deed and Mortgage
\$47.00	Assignment of Mortgage- (*no blanket assignments accepted)
\$55.00	Award of Real Estate
\$23.50	Certificate of Completion
\$23.50	Charter
\$18.50	Clean & Green
\$23.50	Contractual Consent of Landowner
\$23.50	Court Order
\$47.00	Declaration of Taking/Condemnation
\$47.00	Deed Easement (requires Statement of Value if not taxable)
\$55.00	Deeds
\$23.50	Deed Miscellaneous – Addendum, Assignment of Rents and Leases (or the Satisfaction of), Bill of Sale, Declaration of Acquisition, Protective Covenants & Restrictions, Disclaimer, Easement Termination Agreement, Right of first refusal
\$47.00	Highway Permits
\$23.50	Lease (Exempt) - Under 30 Years (requires Statement of Value)
\$47.00	Lease (All Taxes) - Over 30 Years & State Tax Only
\$23.50	Mortgage Subordination
\$55.00	Mortgages
\$38.00 plus taxes due	Notice of Assessment <ul style="list-style-type: none"> <li>• Writ Tax -- \$0.50</li> <li>• Recording Fee -- \$34.50     <i>plus tax due</i></li> <li>• Archives -- \$3.00</li> </ul>
\$23.50	Power of Attorney/Revocation of Power
\$47.00	Power to Satisfy
\$47.00	Release of Mortgage and Partial Release of Mortgage *no blanket releases accepted
\$47.00	Right of Way
\$47.00	Satisfactions <ul style="list-style-type: none"> <li>• Original or first page copy of the mortgage is required or additional \$5.00 for Recorder's Validation</li> <li>• \$5.00 for each additional satisfaction on same document</li> </ul>
\$33.50	Timber Conveyance
<b>Commissions, Deputations and Appointments</b>	

\$23.50	Commission & Elected Officials - Commissions & Bonds
\$35.50	Notary Public (including bond & oath)
\$23.50	Notary Public Address Change
\$23.50	Notary Public Name Change
\$00.00	Veterans Discharge

**Subdivision Plans - Highway Maps/Plans**

- Maps are restricted to a size no larger than 24" X 36".
- Mylar/Vellum required
- Subdivision plans must be accepted and signed by the proper municipal body and recorded within ninety (90) days of signature

\$21.00	Maps
\$5.00	***additional pages (same plan)
\$5.00	***per time stamped copy
\$0.50	Each Additional PIN after First PIN

**Miscellaneous Documents**

\$100.00	Financial Statements (UCC 1's/3's Flat Fee) *Non-Standard forms not accepted
\$0.50	***Each Additional PIN after First PIN

**Rejected Documents**

\$5.00	Document Rejection Fee each time document is rejected
\$2.00	Rejected Documents with no return postage

**Recording Fees for Documents**

- Fees include up to four pages, four names and one PIN
- Each name over four - \$0.50 per name
- Additional pages over four - \$2.00 per page
- Each additional PIN - \$0.50
- Certifications - \$2.00
- Fax charge - **sending and receiving (per page)** - \$2.00
- Copy machine and computer printouts (per page) - \$0.35
- Copy by mail - \$5.00 first page, \$2.00 each additional page
- Returned check fee - \$35.00
- Sheriff's deed certification - \$5.00
- Please instruct [Assessor's Office](#) to PIN certify documents on top margin. We require a 2 ½" margin at the bottom of at least two pages for Recorder of Deeds stamps.

**NOTICE**

***Self-addressed stamped envelopes are required for the return of documents and recording receipts.***

***The Luzerne County Recorder of Deeds will not forward or accept mail for Title Searchers or Abstractors.***

### **Recording Reminders**

PIN Numbers are required on all documents except: NPC, general powers, and financing statements of secured transactions with no real estate listed. Please contact the [Assessor's Office](#) at (570) 825-1525 with any questions regarding PIN certifications.

Multiple documents in one transaction must be clearly numbered as to the proper order for recording. The document presenter shall pay any re-recording expenses resulting from an improper order of documents.

Where there is no fee specified in the statutes, the fee shall be set by the Recorder of Deeds.

Deeds/Leases presented for recording with property in more than one municipality must clearly state, in the document, the proportional share (in %) as to the division of the Local Realty Transfer Taxes.

Recorder of Deeds will not accept more than ten (10) documents per check. The office does not issue refunds. We can return your check for a new one or you can forfeit the overage to the County.

When a deed transfer requires a Realty Transfer Tax Statement of Value, the Recorder of Deeds requires one original and one copy (to be sent to the state). **All information is to be completed on the Statement of Value** (i.e. school district, assessed value, common level ratio), as well as, signed and dated by a person connected with the transaction. The Statement of Value will be counted as a page, as well as, any exhibits to be attached to the Statement of Value. The Statement of Value and Exhibits will be included in the recording fees as \$2.00 per page.

- Non-family Tax Exemption **must** have a statement of value
- Deed Exempt - **must** state on document why it is exempt - (i.e. mother/son, grandfather/granddaughter, parent/child)

**All deeds, mortgages and assignments require a signed, certified address of the grantee or mortgagee for recording.**

**All Municipalities Transfer Taxes - 2% Except:**  
**(Wilkes-Barre City - 3.5%)**  
**(Kingston Borough - 2.5%)**

**PERSONNEL FROM THE RECORDER OF DEEDS OFFICE ARE NOT AUTHORIZED TO GIVE  
LEGAL OR TAX ADVICE.  
PLEASE CONTACT AN ATTORNEY OR ACCOUNTANT.**

**PERSONNEL FROM THE RECORDER OF DEEDS OFFICE CANNOT DO SEARCHES FOR  
INDIVIDUALS.**