

**BASE FEES**

\$23.50	Adverse Possession
\$23.50	Affidavit
\$59.00	Agreement of Sale/Installment Sales Agreement
\$23.50	Agreements – Deed and Mortgage
\$23.50	Agricultural Security Area
\$23.50	Amendments – Deed and Mortgage
\$59.00	Assignment of Mortgage *no blanket assignments accepted
\$67.00	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
\$59.00	Declaration of Taking/Condemnation
\$59.00	Deed Easement (requires Statement of Value if not taxable)
\$67.00	Deeds
\$23.50	Deed Miscellaneous – Addendum, Assignment of Rents and Leases(or the satisfaction of)(no blankets accepted), Bill of Sale, Declaration of Acquisition, Protective Covenants & Restrictions, Disclaimer, Easement Termination Agreement, Right of first refusal
\$59.00	Highway Permits
\$23.50	Lease (Exempt)– Under 30 Years (requires Statement of Value)
\$59.00	Lease (All Taxes) – Over 30 Years & State Tax Only
\$23.50	Mortgage Subordination
\$67.00	Mortgages
\$38.00 plus taxes due	Notice of Assessment Writ Tax -- \$ 0.50 Recording Fee -- \$34.50 plus taxes due Archives -- \$ 3.00
\$23.50	Power of Attorney/Revocation of Power
\$59.00	Power to Satisfy
\$23.50	Release of Gas and Oil Lease
\$59.00	Release of Mortgage and Partial Release of Mortgage *no blanket releases accepted
\$59.00	Right of Way
\$59.00	Satisfactions • \$5.00 each additional satisfaction on same document
\$33.50	Timber Conveyance

**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

**COMMISSIONS, DEPUTATIONS AND APPOINTMENTS**

\$23.50	Commission & Elected Officials – Commissions & Bonds
\$33.50	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/Paper 20# Weight required
- Subdivision plans must be accepted and signed by the proper municipal body and recorded within ninety (90) days of signature.
- Maps must be rolled or flat. No folded maps will be accepted.
- All maps must have signatures and acknowledgement.

\$30.00	Maps
\$10.00	*** additional pages (same plan)
\$ 5.00	*** per timed stamped copy
\$ 0.50	Each Additional PIN After First PIN

**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 & receiving (per page) – \$2.00
- Copy machine and computer printouts (per page) – \$0.50
- 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 1/2" margin at the bottom of at least two pages for Recorder of Deeds stamps
- **The Assessor office charges a separate fee to certify each PIN number – please call 570-825-1525 for the current fee.**

**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 CAN NOT DO SEARCHES FOR INDIVIDUALS.**

**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 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%)  
(Hazleton City - 2.5%) \*\*\*\*

**REJECTED DOCUMENTS**

\$10.00	Document Rejection Fee each time document is rejected by mail. \$5.00 for e recordings
\$2.00	Rejected documents with no return postage

**Luzerne County  
Recorder of Deeds Office  
200 North River Street  
Wilkes-Barre, PA 18711**

**JOAN HOGGARTH  
LUZERNE COUNTY  
RECORDER OF DEEDS**  
200 North River Street  
Wilkes-Barre, Pennsylvania 18711

Telephone: (570) 825-1641 or  
(570) 825-1642

Fax: (570) 970-4580  
www.luzernecounty.org

**RECORDING HOURS    SEARCHING HOURS**

9:00 A.M. TO 4:20 P.M.    9:00 A.M.TO 4:30 P.M.

**\*\*\* EFFECTIVE October 26, 2017\*\*\***

[www.landex.com/remote](http://www.landex.com/remote) (view image or print – fee set by Landex)

[www.landex.com/webstore](http://www.landex.com/webstore) (index information, fee per document to print or view)