

RECORDER OF DEEDS

MELISSA KIMLA



FIRST DEPUTY  
Erin Jansure  
SECOND DEPUTY  
Jolene Myers

## *Office of Recorder of Deeds*

200 South Center Street  
Ebensburg, PA 15931  
(814) 472-1473

### RECORDING REQUIREMENTS

1. Documents must be original or a certified copy.
2. The document must be dated.
3. The notary acknowledgment cannot predate the document date.
4. Documents must be signed and have notary acknowledgment.
5. Notary stamps must be clear and legible, writing or typing over the stamp is not acceptable.
6. Documents submitted for recording must be legible and clear.
7. Realty Transfer Tax or a Statement of value must accompany all transfers unless the exemption is clearly stated in the deed (family transfers). Statement of Value must be fully completed.
8. The consideration must be stated in the deed, if the consideration is not stated on the document, it must be stated on the Statement of Value. If claiming an exemption, the reason must be stated on the form.
9. The following must have UPI#s listed. UPI# must be on the top left corner of the first page and after the property description. Please see the UPI Memo for more information.

**Deeds(all)**

**Decrees of Distribution**

**Awards of Real Estate**

**Mortgages**

**Rights of Way**

**Easements**

**Leases (land, oil and gas, mineral)**

**Condemnations**

**Declarations of Taking**

**Consents (Mining, Etc....)**

**Assignment of Leases and Rents**

**Sewage Permits**

**Water Permits**

**Highway Occupancy Permits**

**Statements of Adverse Possession**

10. All deeds must be dated, and have UPI#, municipality, county and state. Grantors must sign and be notarized. A certificate of residence must be listed and signed by the grantee or someone on their behalf.
11. Mortgages must have UPI#, municipality, county and state. The borrower must sign and be notarized. Mortgages require a certificate of residence and signature from the bank.

12. Assignments of mortgage require the book/page or instrument # of the mortgage that is being assigned, bank assigning needs to be notarized. Certificate of residence required for the assignee.
13. Satisfaction of mortgage requires the book/page or the instrument # of the mortgage that is being satisfied. The bank satisfying the mortgage must sign and be notarized.
14. Re-recorded documents must be re-acknowledged and must state why the document requires re-recording.
15. Corrective deeds must include a Statement of Value stating why the deed is being corrected. A copy of the deed being corrected must be included with the Statement of value.
16. Separate checks are required for deeds with realty transfer tax.
17. Recording fees must be for the exact amount. Any overages of \$5.00 or less will be forfeited. If overages are over \$5.00 your documents will be returned. Please refer to the fee schedule for recording fees.
18. Make all checks payable to Recorder of Deeds. Return check fee is \$30.00
19. If mailing in your recording, please include a self-addressed stamped envelope to return the original document to you. Documents are typically sent out for return the next business day.

Melissa Kimla  
Recorder of Deeds