

•All recording fees and applicable realty transfer taxes must be paid at the time of recording. Checks submitted must be in proper amounts and made payable to “**Recorder of Deeds**”.

•The **STATEMENT OF VALUE** must be filed in duplicate (any attachments in duplicate). The SOV must be signed and dated. Please make sure the DATE OF ACCEPTANCE is completed. The date of acceptance is the date of settlement, (the date the deed is delivered by the grantor to the grantee and accepted by the grantee).

The law requires a STATEMENT OF VALUE when:

1. The full value/consideration is not set forth in the deed.
2. The deed is without consideration or by gift.
3. A tax exemption is claimed.
4. Real estate is sold at tax claim or sheriff’s sale.

A STATEMENT OF VALUE is **NOT** required when the transfer is wholly exempt from tax based on:

1. Family relationship (grandparent, parent, child, brother or sister, step-relationships.)
2. Public utility easements.

•All **DEEDS** must have a signed certificate of address for the grantee.  
All Mortgages, mortgage assignments must have a signed Certificate of Residence.

•Re-recorded or corrective documents must clearly state the reason for re-recording and must have a new acknowledgement.

•Documents presented for recording with property in more than one municipality or school district must clearly state on the document(s) the proportional share (by percentage in each municipality) as to the division of the local realty transfer taxes.

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

•All foreign language documents must include a written English translation to be recorded along with the original document.

•**All documents presented for recording must be accompanied by a self - addressed stamped envelope large enough to accommodate the document.**

**Bad Check Fee - \$30**

**PA Recorder of Deeds Association website [Parecorders.com](http://Parecorders.com)**

**Updated – 11/7/2017**

## **LEBANON COUNTY RECORDER OF DEEDS**

### **RECORDING FEES**

## **DONNA J. LUTZ RECORDER OF DEEDS**

**Municipal Building  
400 South Eighth Street  
Room 107  
Lebanon, Pennsylvania 17042**

**Phone (717) 228-4447**

**Fax (717) 228-4456**

**Recording Hours – Monday – Friday  
8:30 a.m. – 4:00 p.m.**

