

Lawrence County
Government Center
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New Castle, PA 16101

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OFFICE OF
Tammy R. Crawford



Register and Recorder
Lawrence County, Pennsylvania

Kimberly Disque
Chief Deputy Recorder

Michael Catanzaro
Chief Deputy Register

Dianna Duffee
Deputy Recorder

NOTICE

Beginning August 1, 2023, the AOPC fee will be reduced from \$40.25 to \$19.00 on most documents recorded in the Recorder of Deeds Office. This is a temporary reduction until the PA State Budget is approved.

The same applies in the Register of Wills Office. The AOPC fee will be reduced from \$40.25 to \$19.00 when opening an estate.

If you have questions on fees, please do not hesitate to contact the Register and Records Office.

Recorder of Deeds Fee Schedule

See **CHECK LIST** for additional requirements

Base fees: up to 4 pages – each additional page \$2.00.

up to 4 names – each additional page \$.50.

(Cannot accept more than 5 documents per recording fee check).

Notes:

Documents such as Satisfactions, Assignments, Releases, Corrections, Etc. may make reference to a prior document that will require a notation. For any notation over one, there will be an additional charge of \$2.00 for each notation or associated document.

The Common Level Ratio Real Estate Valuation Factor for Lawrence County for documents accepted from July 1, 2023 to June 30, 2024 is 1.86.

PARCEL ID#s are **required** on all recorded documents. (referred to as **Control Number** in the **County Assessment Office**)

There is a **\$10.00 Parcel ID Certification Fee** of **\$10.00** for **each** Parcel ID#

Deeds (in any form)

Corrections, Re-recordings	\$86.75	+ \$10.00 for each Parcel ID#	+ Realty Transfer Tax 1% State, 1% Local If exempt, must file Statement of Value \$2.00
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Mortgages	\$86.75	+ \$10.00 for each Parcel ID#
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Corrections, Re-recordings

Amendments, Modifications

Mortgages Satisfactions, Releases	\$58.75	+ \$10 for each Parcel ID#
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Assignments, Subordinations,

Postponements, Releases

Installment Sales Agreements & Memorandums

Leases & Memorandums (30 years or longer)

Easements

Rights of Way

Other documents (but not limited to)	\$ 18.50	+ \$ 10.00 for each Parcel ID#
Leases & Memorandums (under 30 years)		
Oil & Gas Leases		
Condominium Code of Regulations & Declarations of Plans		
Other Assignments		
Declaration of Taking		
Orders of Court		
Ordinances		
General Agreements		
Affidavits		
Powers of Attorney	\$18.50	(add \$10.00 for each Parcel ID# If Power of Attorney is to transfer specific piece of real estate)
Notary Public Commission and Bond	\$40.50	
Change of Name	\$18.50	
Change of Address	\$18.50	
UCC Secured Transactions	\$100.00	(add \$10.00 for each Parcel ID# if attached to real estate)
Ancillary transactions i.e. Continuations, Terminations, Assignments	\$100.00	(add \$10.00 for each Parcel ID# if attached to real estate)
Plans & Maps	\$ 30.00	
Subdivision, Condominium, Condemnation each extra page	\$ 30.00	

Highway Maps	\$ 15.00
each extra page	\$ 3.00
Copies	\$.50
Certified add	\$ 1.50
Certified w/blue back add	\$ 5.00
By mail – postage & handling	\$ 2.00

* Parcel ID Certification fee – \$10.00 for each Parcel ID# (as per County Ordinance #1 of 2011)

Fee Schedule Pursuant to:

Act 87 of 1982 Legislative Fee Schedule

Act 137 of 1992 Affordable Housing

Act 8 of 1998 Records Improvement Fund

Act 32 of 2002 Records Improvement Fund

Act 122 of 2002 Imposed by Supreme Court – Judicial Computer Program \$10.00

Act 49 of 2009 Imposed by Supreme Court – Judicial Computer System/Access to Justice/Criminal
Justice Enhancement Fund – additional \$13.50

Act 113 of 2014 Imposed by Supreme Court – Judicial Computer System/Access to Justice/Criminal
Justice Enhancement Fund – additional \$2.00

Act 126 of 2014 Imposed by Supreme Court – Judicial Computer System/Access to Justice/Criminal
Justice Enhancement Fund – additional \$10.00

Act 137 of 1992 Affordable Housing increase by Ordinance No. 3 of 2016 – additional \$3.50

Act 152 of 2016 Demolition Fund – additional \$15.00

Acts 40 & 44 Imposed by Supreme Court-Judicial Computer System/Access to Justice/Criminal
Justice Enhancement Fund – additional \$ 4.75

CHECK LIST

- A signed CERTIFICATE OF RESIDENCE of the Grantee must be on all Deeds and Mortgages.
- A self-addressed stamped envelope is required for return of document – A \$2.00 postage/handling fee will be added if not provided.
- All real estate documents must have a legal description including the municipality and county where the property is located.

- If property is located in more than one municipality, it must clearly state the percentage in each municipality so that we can determine the Local Realty Transfer Tax.
- Parcel ID# is required on all real estate documents. (ordinance 102 of 1989) This number can be obtained from the Lawrence County Assessor's Office (referred to as CONTROL NUMBER in their office) and must be certified prior to recording. There is a \$10.00 Parcel ID Certification fee for Each Parcel ID#.
- Document date must be on or before the acknowledgement date.
- Acknowledgement must be complete with county, state, date, names of persons appearing, notary signature, notary seal, and legible notary expiration date stamp.
- Return name and address must clearly appear on the document.
- If recording more than one document, they must be presented in order of recording.
- Document number or Book and Page must appear on all documents that refer back to an original document.
- Correction Documents must include reference to document being corrected and reason for correction. Correction Deeds must also include Statement of Value and copy of Deed being corrected.
- Re-recording documents must have a new acknowledgement and an explanation as to why they are being re-recorded.
- This office does not accept: blanket assignments or blanket releases. (Special fees will be required for exceptions).
- There is a \$5.00 REJECTION FEE for all documents that are rejected for recording. A rejection letter will be attached stating the reason.
- No REFUNDS under \$5.00 because of the \$5.00 Rejection Fee. Overages will be turned over to the County General Fund at the end of each month.

NOTE: Fees not specifically mentioned on the fee schedule, will be set by Recorder.

PLEASE CALL BEFORE RECORDING TO GET TOTAL FEE. (724) 656-2128

Checks payable to and mailing address:

LAWRENCE COUNTY RECORDER OF DEEDS

Government Center

430 Court Street

New Castle, PA. 16101