

COLUMBIA COUNTY, PENNSYLVANIA RECORDING REQUIREMENTS

The following is a partial list of items that may be helpful in reducing the number of documents rejected for recording:

1. A document submitted for recording must be legible so that after imaging a clear copy can be read without magnification and a clear copy can be reproduced from the scanned image.
2. All signatures and initials contained in the document must be original and suitable for imaging. Blue ink is preferred.
3. The document must be dated. The acknowledgement date may not pre-date the date of the document. The execution date and the acknowledgement date must conform to each other.
4. The document must contain a formal acknowledgement (not sworn and subscribed) by a Notary Public and must contain the following: State, County, date (may not pre-date the date on the document), name of the individual(s) or corporate or authorized officer appearing, notary signature, notary stamp and expiration date.
5. In the case of presenting a document for recording that is executed by a corporation, partnership or any entity other than an individual, a proper authorized officer is required to execute the document. The authorized officer's title and company name must appear under the signature line and also in the Notary Acknowledgement.
6. Any document presented for recording that is signed using a/k/a must include a signature for each name and all a/k/a names must appear in the notary acknowledgement. EX: John Q. Public a/k/a John Public a/k/a John Q. Public, Jr. must sign all three names and these three names must appear in the notary acknowledgement. All three names will be Indexed.
7. All deeds must be accompanied by realty transfer tax checks (if applicable) or a Statement of Value form when the total amount of realty transfer tax is not being paid. The Statement of Value form must be completed in its entirety. Two separate realty transfer checks are required, each in the amount of 1% of the consideration or fair market value.
8. The consideration stated on a deed must be total and complete. The written (typed) amount must match the numerical amount. If the consideration is not stated in total on the deed it must be stated on the Statement of Value form. If claiming an exemption from realty transfer tax the Statement of Value form will be required and the reason for the exemption must be stated on the Statement of Value.

9. A deed transfer that involves more than one municipality must clearly stipulate the percentage of realty transfer taxes due to each municipality.
10. All deeds must include the "Certificate of Residence" or "Precise Address" of the grantee (buyer) along with an original ink signature certifying the address.
11. All Mortgages must include the "Certificate of Residence" or "Precise Address" of the Mortgagee (bank) along with an original ink signature certifying the address.
12. All Assignments of Mortgage must include the "Certificate of Residence" or "Precise Address" of the Assignee (receiving the mortgage) along with an original ink signature certifying the address.
13. Multiple documents constituting one transaction must clearly indicate the order in which the documents are to be recorded.
14. All Maps presented for recording must be signed by the property owner(s) and properly acknowledged.
15. All subdivision maps and land development plans presented for recording must be approved by the County or the proper Municipality. If approved by a Municipality then the map must be **reviewed** by the County. Maps must be recorded with 90 days of the approval date. We do not accept mylar maps for recording.
16. To re-record a document the original document must be presented which includes the original recording cover sheet. The document must contain an explanation as to why it is being re-recorded. The document must be re-acknowledged. If the same Notary Public is not available to re-acknowledge the document, then the clients will be required to re-sign the documents in the presence of a different Notary Public.
17. All foreign language documents must include a written English translation to be recorded along with the original document.
18. Documents received through the mail for recording must meet all recording requirements and must also include a stamped, self-addressed envelope of sufficient size to return the recorded documents.
19. The maximum page size accepted for recording is 8 ½" x 14" with the exception of maps.
20. There are no margin requirements as a cover sheet is attached to each recorded document.