

# BERKS COUNTY RECORDER OF DEEDS

## RECORDING FEES

*There is an additional fee to index more than 15 names per document charged at \$1.00 per name.*

*Satisfaction pieces must reference the instrument number or book and **FIRST** page number of the mortgage.*

**Deeds in any form**, Agreements, Easements & Rights of Way, Installment Sales Agreements, Leases, Orders of Court

**Mortgages**, Assignments, Modifications, Releases, Satisfaction Pieces, Subordinations, and all other mortgage related documents.

Base fee for recording, maximum 4 pages . . . **\$82.00**  
 Each additional page . . . . . **4.00**  
**Includes one tax parcel add \$10.00 per additional parcel.**

*Statements of value count as additional pages and must accompany all easements and rights of way.*

**Powers of Attorney**, Declarations, Revocations, Terminations, Post Construction Storm Water Notices and other miscellaneous instruments,  
**Includes one tax parcel add \$10.00 per additional parcel.**

Base fee for recording, maximum 4 pages . . . **\$45.00**  
 Each additional page . . . . . **4.00**

This office does not accept blanket assignments.

### **Commissions and Bonds**

Notary Public Commission and Bond . . . . . **\$40.00**  
 Change of Name/Change of Address . . . . . N/C  
 Electronic Seal Verification . . . . . **\$20.00**

## SUBDIVISION / LAND DEVELOPMENT PLANS

Per Plan Set – Flat fee, no per page fees      **\$70.00**

## HIGHWAY MAPS

First Page      Ea. Addl. Pg.  
 Up to 36 x 48 . . . . . **\$35.00** . . . . . **\$15.00**

Copies of Plans (per page) . . . . . **5.00**

### **Requirements for Plans:**

- All Plans need to meet **Municipal and Berks County Planning Commission** requirements.

## FILING FEES

**Act 319 Clean & Green** . . . . . **\$36.00**  
 And Agricultural Security Agreements, **Includes one tax parcel add \$10.00 per additional parcel.**

**U.C.C. Financing Statement**, UCC-1 and UCC-3, Initial Statement, Assignment, Continuation, Termination, and Amendment, **Includes one tax parcel add \$10.00 per additional parcel.**  
 Each document . . . . . **\$100.00**

**Veterans Discharge** . . . . . **Free**  
**Veterans I.D. Card** . . . . . **Free**

### **Miscellaneous Fees**

Certifications . . . . . **\$2.00**  
 E-Certifications . . . . . **\$10.00**  
 Copies 8.5 X 11 per page . . . . . **\$5.00**  
 Copies oversize per page . . . . . **\$1.00**

Overpayments not exceeding \$10.00 will be forfeited

**Pursuant to the provisions of Act 87, 1982, Act 8, 1998, Act 32 of 2002, and Act 122 of 2002. Act 49 of 2009, revised 2017.**

## DOCUMENT CHECKLIST

**Acknowledgement** – Must include: state and county where acknowledgment was taken, date, persons/corporate officers, title and name of corporation or partnership, notary signature, notary stamp must be clear and legible and include expiration date. Writing or typing on notary stamp is a violation of Ch. 12 of the PA Notary Law.

**Instrument Numbers or Book & Page Numbers** – Must appear on all documents which refer back to the original document

**Foreign Language Documents** – Must include a written English translation sworn or affirmed by the translator to be recorded along with the original instrument.

**Grantee Mailing Address** – Must be exact, current and legible.

**Address / Property I.D Number - UPI / Location** – All documents must indicate property location including street address, municipality (Borough, City or Township), County, State, Wyomissing Borough deeds must specify Wyomissing or Wilson School District. **Metes and bounds legal description not required if reference is made to a description in prior recorded deed or plan. Property I.D. # - UPI required on all documents that reference real estate, Property I.D. number - UPI can be obtained via the Parcel Search on the Assessment Office page of www.CountyOfBerks.com. Number is at least 14 digits, 17 for Condos. New parcels, portions of parcels or combinations must be so noted on deed.**

**Multiple Documents** – Multiple documents constituting one transaction must be clearly numbered as to the proper order in which they are to be recorded.

**Personal Checks** – NOT accepted for transfer tax

**Personal Information** – It is the responsibility of the submitter to ensure that no personal information (i.e., SSN, bank account or loan numbers, etc.) appear on documents. Documents containing personal information may be rejected or redacted at the discretion of the Recorder.

**Re-recorded Documents** – Must have a new acknowledgement, with current date, and an explanation as to why the document is being re-recorded.

**Statement of Value (SOV)** – *A SOV must accompany all easements and rights of way and all deeds not stating the full and complete value of the property being conveyed, except if a family exemption applies (a family exemption must be stated in the deed). The SOV must be completed in duplicate per the PA Department of Revenue. Note: Common Level Ratio factors change annually on July 1<sup>st</sup> and must be included on the SOV (see our website for details).*

**Submitter's Name** – The submitter's name and company must be typed on the document in the "Return To" area, and a SASE must be included for documents to be returned.

- Self-addressed, stamped envelopes of appropriate size are required for return of instruments.
- **Metes and bounds legal description not required if reference is made to a description in a prior recorded deed or plan.**
- Where no fee is specified, the fee shall be set by the Recorder of Deeds.
- All instruments presented for recording are scanned for image retention and must be clear dark print. Light copies will not be recorded.
- Checks should be made payable to:  
"Berks County Recorder of Deeds"

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**SEARCH RECORDS ON-LINE  
AT**

**WWW.COUNTYOFBERKS.COM/RECORDER**

**ONLINE INDEXING IS UPDATED LIVE AS  
RECORDED AND IMAGES ARE POSTED BY  
NEXT DAY.**

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**We accept E-Recording through Simplifile,  
EPN, CSC Ingeo and Indecomm**

**HOURS OF OPERATION:**

8 a.m. to 4:00 p.m. Mon – Friday

**CONTACT US:**

Berks County Recorder of Deeds  
Berks County Services Center 3<sup>rd</sup> Floor  
633 Court Street  
Reading, PA 19601

Phone: 610-478-3380

Fax: 610-478-3359

**MARY KOZAK  
BERKS COUNTY RECORDER OF DEEDS  
BERKS COUNTY SERVICES CENTER 3<sup>rd</sup> FLOOR  
633 COURT STREET  
READING PA 19601**

**OFFICE OF THE  
RECORDER OF  
DEEDS  
BERKS COUNTY, PA**




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**FEE SCHEDULE**

*Effective*

*January 29, 2020*

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**OFFICE OFFICIALS:**

**Mary Kozak**  
*Recorder of Deeds*

**Rebecca L. Bloomer**  
*Chief Deputy Recorder*

**Eugene Orlando, Jr., Esquire**  
*Solicitor*