

Recording Information:

- We accept most documents over the counter, via e-recording, parcel post or overnight mail.
- E-Recording: is an option available to many organizations. E-recording is simple, fast, efficient and it saves time and money. E-recording also reduces the document rejection rate through electronic calculation of fees and taxes. If document is rejected you can correct it and resubmit immediately.
- You may record documents electronically through several on-line submitters: Simplifile, CSC Ingeo, EPN, and Indecomm
- Self-addressed, stamped appropriate size envelope required for return of documents
- Where no fee is specified, the fee shall be set by the Recorder of Deeds
- There is an additional fee to index more than 15 names per document.
- All instruments presented for recording are scanned for image retention and must be clear dark print. Light copies will not be recorded.
- On-line indexing is updated live as recorded and images are posted by next business day.

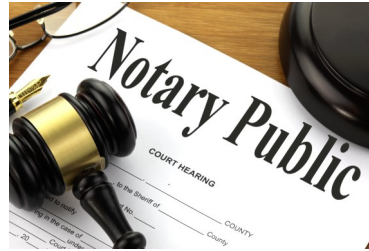
**Checks should be made payable to;
"Berks County Recorder of Deeds"**

**Personal checks not accepted
for Transfer Tax.**

Overpayments not exceeding \$10
will be forfeited.

Checks 180 days or older will not be accepted.

Overdraft fees will be passed on to customer.



Notary Information:

- Bond must be completed before arriving.
- Notary Oath of Office is administered by the staff. Commission and Completed Bond are recorded by the staff.
- Notaries are accepted between 8 a.m. and 3:15 p.m. Monday through Friday.
- From our office, you will proceed to the Prothonotary's Office to register your signature.

Commissions and Bonds Fees:

- Notary Commission and Bond:\$40
- Change of Name/Address:N/C
- Electronic Seal Verification:\$20
- Prothonotary fees separate: \$5

SEARCH RECORDS ON-LINE AT:

[https://www.countyofberks.com/
departments/recorder-of-deeds/search-
records-on-line-\(register-login\)](https://www.countyofberks.com/departments/recorder-of-deeds/search-records-on-line-(register-login))

HOURS OF OPERATION:

8 a.m. – 4:00 p.m. Monday – Friday

CONTACT US:

Berks County Recorder of Deeds
Berks County Services Center, 3rd floor
633 Court Street
Reading, PA 19601
Phone: 610-478-3380

Berks County Recorder of Deeds



Fee Schedule

OFFICE OFFICIALS:

Fred Sheeler
Recorder of Deeds

Becky Bloomer
Chief Deputy

A. Elizabeth Kraft, Esquire
Solicitor

Effective 01/02/2024

Current Fees:

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

Deeds in any form, Agreements, Easements & Rights of Way, Environmental Covenants, Leases, and Orders of Court

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

Recording Base fee, 4 pages max**\$82.00***
Each additional page..... **\$4.00**

Power of Attorney, Declarations, Revocation, Scrivener’s Affidavits, Storm Water Related Documents, Terminations, and other miscellaneous instruments

Recording Base fee, 4 pages max**\$45.00***
Each additional page..... **\$4.00**

U.C.C. Financing Statement**\$100.00***
Initial Statement, Assignment, Continuation, Termination, and Amendment.

ACT 319 Clean & Green**\$36.00***
And Agricultural Security Agreement

Subdivision/Land Development Plans
Per Plan Set – Flat Fee **\$70.00**

NOTE: Plans must meet Municipal & Berks County Planning Commission requirements

Highway Maps

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

***Includes one tax parcel.
\$10.00 per additional parcel**

Document Information:

Acknowledgment 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 PA Notary Law.

Instrument or Book & Page Numbers must be on documents and refer to original document

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

Grantee Mailing Address: 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 can be obtained via “How do I... Search For... Parcel...” on the Berks County website at www.CountyofBerks.com. Number is at least 14 digits, 17 for Condos. New parcels, portions of parcels or combinations must be noted on deed.

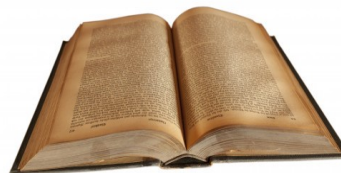
Multiple Documents constituting one transaction must be clearly numbered as to proper order in which they are to be recorded.

Personal Information: 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 acknowledgement, with current date, and an explanation why the document is being re-recorded.

Statement of Value (S.O.V.) – An S.O.V. counts as an additional page and 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). Note: Common Level Ratio factors change annually on July 1 and must be included on the S.O.V. (see website for details).

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.



Miscellaneous Fees

Certifications**\$2.00**
E-certifications ...**\$10.00** plus \$.50 per page
Copies 8.5 x 11 **\$.50** per page