

CLARION COUNTY
COURTHOUSE, CLARION, PA 16214

Recording Requirements:

1. All documents must be originals and acknowledged. The acknowledgement must include: county, state, date, persons or corporate officers appearing, notary signature, notary seal and notary expiration date.
2. The acknowledgement date can not predate the execution date of the document.
3. All land related documents must indicate the municipality, county, and state where the property is located.
4. All deeds, mortgages and assignments of mortgages must have a grantee or mortgagee address placed on it (Certificate of Residence). The grantees address should be certified with a signature and date.
5. Previous book and page numbers must appear on all documents that refer back to an original recording.
6. Tax map numbers should be placed on all land related documents.
7. 1% state transfer tax and 1% local transfer tax must be paid on the selling price or fair market value of all non-exempt property deeds at the time of recording. A recording fee is also due at the time of recording. Cash or checks are accepted for payment. Only one check is required and may be made payable to "Gregory K. Mortimer, Recorder".
8. All deeds exempt from realty transfer tax must be accompanied by a Statement of Value or in the case of a transfer between close family members, an exemption clause placed within the deed.
9. Re-recorded documents must have new acknowledgements and an explanation as to why they are being re-recorded.
10. Multiple recordings constituting one transaction must be clearly numbered as to the proper order in which they are to be placed on record.
11. Documents presented for recording with non-exempt property in more than one municipality and/or school district must clearly state in the document the percentages in whole numbers as to the division of local transfer tax.
12. In order that all documents can be returned to the proper office or individual, please include a self addressed stamped envelop.
13. Any legal questions should be directed to an attorney of your choice.
14. Documents may be recorded at the office or mailed to the office of Gregory K Mortimer, Recorder of Deeds, 1st Floor Clarion County Courthouse, 421 Main St. Suite 24, Clarion Pa 16214. The office is open Monday through Friday, 8:30 am to 4:30 pm. Please present documents for recording by 4:00 pm. The office phone number is (814) 226-4000 Ext. 2500.