



Recorder of Deeds

County of Lebanon

Dawn Blauch, Recorder

Dawn Ebersole
First Deputy

Denise Fravel
Second Deputy

Ian M. Ehrgood, Esquire
Solicitor

Municipal Building, Room 107 * 400 South Eight Street * Lebanon, Pennsylvania 17042-6794 * 717-228-4447 * www.lebcounty.org

RECORDING INFORMATION

All **recording fees** and applicable **realty transfer taxes** must be paid at the time of recording. Checks submitted must be in the exact proper amounts and made payable to "Recorder of Deeds".

All real property records/documents must contain a "**Uniform Parcel Identifier**" (UPI) number, on the first page of document. UPI's can be obtained by contacting Lebanon County Assessment 717-228-4425 or lebcoassmt@lebcnty.org

We are **E-RECORDING** with **SIMPLIFILE**, **EPN** and **CSC**.

CSC (Corporation Service Company)

www.erecording.com

erecording@cscglobal.com

866-652-0111

ePN (eRecording partners Network)

Sales@GOePN.com

GOePN.com

888-325-3365

Simplifile

Simplifile.com

john.riddell@simplifile.com

800-460-5657 x1037

The law requires a **STATEMENT OF VALUE** when:

1. The value/consideration is not set forth in the deed
2. The deed is without consideration or by gift.
3. A tax exemption is claimed
4. Real estate is sold at Tax Claim or Sheriff's sale.

The **STATEMENT OF VALUE** must be filed in duplicate (any attachments in duplicate).

The **SOV** must be fully completed, signed and dated, including date of acceptance/ settlement.

All Deeds/Mortgages/ Mortgage Assignments must have a signed Certificate of residence for the grantee/mortgagee.

Documents presented for recording with property in more than one Municipality/Ward or School District must clearly state in the documents the proportional share (**by percentage** in each municipality/ward) as to the division of the local realty transfer tax.

Multiple documents constituting one transaction, must be clearly numbered as to the proper order in which they are to be filed.

All documents not written in English must include a typed English translation to be recorded along with the original document.

WHERE NO FEE IS SPECIFIED, FEE WILL BE DETERMINED BY THE RECORDER OF DEEDS.

FONT SIZE on documents should not be smaller than **10**

All documents presented for recording must be accompanied by a self-addressed stamped envelope large enough to accommodate the document.