

FAQ

What are your hours of operation?

Weekdays- 8:30 to 4:30pm

How may I obtain a copy of my deed or mortgage?

Please visit the website www.landex.com and search for your records and to pay with a credit card. You can visit us in person at the Lebanon County Courthouse at **400 South 8th St. Lebanon, PA 17042 room 107**

How do I change, add or remove a name on a deed?

Our office is simply a custodian of the records & cannot provide legal advice. Please contact your attorney to transfer ownership.

I paid off my mortgage, should I receive my deed now?

A deed should be delivered to you shortly after the purchase of the property. After the mortgage is paid, a mortgage satisfaction is sent from your lending institution to our office noting the mortgage is satisfied. We do not hold the deed until the mortgage is satisfied.

How far back do your records go? Lebanon county was established in 1813. Online records are available from 1925-present anything before 1925 you must come into the office.

How do I register as a notary? To find out more about notaries [Click here](#)

Is it necessary to remove a deceased spouse's name from my deed? Please consult your attorney. We are unable to provide legal

advice, your attorney can best assess your specific needs to determine if this is necessary.

What are your recording fees? [Click here for most updated Fee Schedule](#)

What forms of payment do you accept? We are cash or check only. Checks can be made payable to **"Lebanon County Recorder of Deeds"**

May I submit documents for recording by mail?

Yes, with proper payment. Checks payable to "*Lebanon County Recorder of Deeds*". Please refer to the [Fee Schedule](#).

Can I obtain information over the phone? Very limited information can be given over the phone. Our office is the custodian of all county land records and not insured for title work (searching). We will gladly assist you in searching your records.

How long does it take to get the documents back? Most records are returned the following business day, by the method submitter chooses. ie, pick up, mail, eRecording.

Why does it take 1-2 days? There is a process. We receive the document, look it over and enter it into the system. It then gets sent to Assessment office to certify the UPI and is returned for recording, once recorded someone then verifies (proofs) the information that was entered. We record in the order which the document is received, and the wait time is determined by the number of documents in front of you.

Can anyone look at my deed or mortgage? Yes, this is public knowledge. The only record not open to the public in our office is veteran's discharges or DD214's.

Can I prepare my own deed? Our office can not provide legal advice. We accept records for recording that meet the following criteria:

1. The document is a document we record.
2. It has the proper recording fee.
3. It has a legal acknowledgement.
4. The UPI is listed on front page & certified by the assessment office (certification occurs electronically).

If I build on my lot, do I get a new deed to include my house?

Deeds are a description of the land not the improvements on the land.

What is Realty Transfer Tax? PA realty transfer tax is imposed at a rate of 1 percent on the value of real estate (including contracted-for-improvements to property) lease or other writing. Both grantor and grantee are held jointly and severally liable for

payment of the tax. Lebanon County assessed ratio level is 1.39%. For more [TransferTax information.](#)

Are any deed transfers exempt from Realty Transfer

Tax? Yes-please reference the legal exemption from dept of rev code chapter 91- use [rev 183 sov](#) to explain exemption.

How can I determine my property line?

Please contact a surveyor are land descriptions are provided on deed.

Electronic Recording

The Lebanon County Recorder's Office accepts documents through electronic filing or electronic recording. Documents that would normally be sent by mail or courier service can be sent via the internet and confirmation of recording can be done in minutes. We have partnered with three service companies listed below to make this process smooth and efficient.

- Simplifile - 1-800-460-5657
www.simplifile.com
- CSC - 1-866-652-0111
www.erecording.com
- INDECOMM –
- ePN – 888-325-3365
www.GOePN.com