

**City of Philadelphia - Department of Records  
Philadelphia County Document Recording Requirements**

1. The document must be typed and legible and capable of photographic reproduction. All corrections must be initialed by proper authorities.
2. The document must be dated. The acknowledgment date should not pre-date the date of execution of the document by the party whose signature is acknowledged.
3. The document must be for Philadelphia property, contain a metes and bounds description, and the street address of the property referred to in the document.
4. The document must have the names of all parties typed in the OR and EE caption.
5. The names in the OR caption, the execution and acknowledgment must conform with each other.
6. In the case of a conveyance by a corporation, partnership, or any entity other than the individual, proper authorized officer is required to execute the document.
7. If a conveyance is by a corporation, execution is usually affixed by a president, vice president or treasurer and witnessed by corporate secretary. When a secretary or other officer executes the document, a resolution or power of attorney must accompany the document authorizing the officer to execute on behalf of the corporation.
8. The document must have a formal acknowledgment (not sworn and subscribed) by a notary public, and must include the following: State, County, date (should not predate the document date), name of individual, corporate or authorized officer appearing, notary signature, notary seal, notary stamp (where applicable), and expiration date. Instead of a notary public, the acknowledging officer may be an Alderman, Attorney at Law, Attorney at Law who acts as a subscribing witness to the person who executed the document, Judge/ Clerk of any Court (or Deputy), Commissioner of Deeds, Justice of the Peace, Magistrate, Military Officer (Commissioned), Prothonotary (Deputy), Recorder of Deeds (Deputy). The acknowledgement may be made outside of the United States before a Commercial Attaché or Consular Agent of the United States accredited to the country where the acknowledgement is made or Ambassador, Consul (Consul General or Vice Consul), Counselor to or Secretary of a Legation, Judge/Clerk of any foreign court, Minister, or Charge D' Affairs.
9. All deeds must have the Grantee's address certified by the Grantee or someone on his behalf.
10. All mortgages and assignment of mortgages must have a certificate signed by the mortgagee, assignee or person entitled to interest, or his or her duly authorized attorney or agent, stating the precise residence of such mortgagee, assignee or person entitled to interest.
11. The consideration stated must be total and complete. The required written amount must match the numerical amount. If the consideration is not stated in total on the face of the document, it must either be stated or explained on the Philadelphia Real Estate Transfer Tax Certification and State Statement of Value forms. If claiming an exemption for transfer tax, reason for exemption should be stated on the City and State forms.
12. All deeds must be accompanied with transfer taxes (if applicable) and/or City Real Estate Transfer Tax Certification and State Statement of Value Forms when required. These forms must be fully completed. The Philadelphia Real Estate Transfer Tax Certification form is required in duplicate.
13. Payment of City Transfer Tax, State Transfer Tax, and Recording Fees must be made by separate checks. Each deed requires separate transfer tax checks. The correct payees for each are as follows: City transfer tax—City of Philadelphia, State Transfer Tax—Commonwealth of Pennsylvania, Recording fees—Department of Records or City of Philadelphia. Payee must always be filled in. Amount (if not blank) must be correct amount.
14. In order to release a mortgage of record, a Release of Mortgage form is required.
15. Instruments must be legible and suitable for imaging; Pages must be 8.5 inches by 11 inches unfolded; Pages must be printed on one side only, with a 1.5 inch margin at the top and 1.0 inch margins at the bottom and sides; All pages, including attachments must be sequentially numbered; All information required for recording purposes must be at least 10 point font in size and printed in black ink. Handwritten information is not acceptable; Paper stock must be 20-pound opaque stock in white or off-white.

# DOCUMENT PROBLEM NOTICE

CITY OF PHILADELPHIA  
DEPARTMENT OF RECORDS

DATE

COMPANY NAME/ADDRESS

EXAMINER NAME / ID NUMBER

## THE INSTRUMENT IS RETURNED FOR THE FOLLOWING CORRECTIONS

- 1. Instrument is illegible       Instrument is a copy or reproduction
- 2. Instrument not dated
- 3. Not signed by proper party \_\_\_\_\_
- 4. Complete Property description missing       Address missing
- 5. Location stated is not in Philadelphia County
- 6. Signatures are not original and in ink
- 7. Names as signed do not match caption and/or acknowledgement
- 8. Acknowledgement has the following item(s) missing or (defective):
  - Not dated       Notary expiration missing       Court Certificate required for out-of-state
  - Pre-dates execution       Notary expired       Consular Attestation required for out-of-country
  - Seal/stamp not affixed       Not signed by Corporate Officer       Court Certificate required for Attorney-at-law
  - Not signed by Notary       Wrong persons acknowledged       names missing
- 9. Complete mailing address of Grantee, Mortgagee, or Assignee missing or not certified
- 10. Realty Transfer Tax:
  - Missing/incorrect Municipal Transfer Tax.      Amount due is \$ \_\_\_\_\_
  - Missing/incorrect Pennsylvania Transfer Tax.      Amount due is \$ \_\_\_\_\_
  - Philadelphia Transfer Tax Certification/Pennsylvania Statement of Value Form needed to set forth Value or Claim Exemption.
  - Philadelphia Transfer Tax Certification/Penna. Statement of Value incomplete as follows:
    - Required in duplicate       Address of parties is not given
    - Section (    ) is incomplete       Supporting evidence is required
    - Consideration, assessment, or market value is missing or incorrect
    - Other
- 11. Consideration is not stated or incomplete
- 12. Original instrument not properly identified by book and page number
- 13. Exhibit called for is missing
- 14. Separate RTT checks not provided:
  - City Tax payable to City of Philadelphia       State tax payable to Commonwealth of Pennsylvania
- 15. Document is not in required form \_\_\_\_\_
- 16. Satisfaction  Release  Assignment  Deed  Mortgage,  UCC  Power of Attorney, Document is incomplete:
  - Does not state "NONE" if not assigned       Merger, change of name, or death not recited
  - Short Certificate not present with estate out of County       Power of Attorney cannot be assigned
  - Not executed by last stated Mortgagee or Assignee
  - Not properly identified by recording date, book and page of Mortgage/Assignment or other document type
- 17. Check is:     Unsigned     Wrong Amount     Wrong Payee     Missing     Expired
- 18. Incorrect payment amount provided. Correct amount due is \$ \_\_\_\_\_
- 19. Technical Requirements - not in compliance \_\_\_\_\_
- 20. Other: \_\_\_\_\_

***If you would like your documents to be returned by Mail — Please Furnish a Stamped, Self-Addressed Envelope***

If you have a disability and require an accommodation to complete this form, and/or to participate in a program or service, contact the ADA Coordinator at 686-2263. — Please visit our website: [www.phila.gov](http://www.phila.gov)

**PLEASE RETURN THIS FORM WITH THE RESUBMITTED DOCUMENT**