

## **Your Document**

10. If you wish to have your original documents returned by mail, you must furnish an appropriately sized, self-addressed, and stamped envelope. Otherwise, you may pick your documents up in Room 111 of City Hall by presenting your copy of the receipt.
11. Call **215-686-2260** to determine when your documents will be available for return.

## **4 Most Frequently Occuring Errors/Omissions That Result in Document Rejection**

1. Acknowledgements either not dated/pre-dates execution/or not signed by notary.
2. Transfer tax forms either missing/or not filled out correctly.
3. Legal descriptions missing from documents.
4. Checks in wrong amounts or missing checks for transfer tax or recording fee.

*Note: The Department of Records will hold the original documents for only one (1) year after the recording date.*

- \* All forms needed for Recording a document are available in Room 111, City Hall and on the Internet at [www.phila.gov](http://www.phila.gov)

Department of Records  
City of Philadelphia  
City Hall - Room #111  
Philadelphia, PA 19107

# Recording Your Documents



## Department of Records City of Philadelphia

City Hall - Room #111  
Philadelphia, PA 19107 (215) 686 - 2260  
[www.phila.gov](http://www.phila.gov)  
Hours: 8am - 2pm, Monday-Friday

*"We Keep the Past  
and  
Record the Future!"*

Visit our Website at  
[www.phila.gov](http://www.phila.gov)  
(search for "Records Department")

## Helpful Hints for Recording

1. Ensure that the document complies with "Philadelphia County Document-Recording Requirements" (see inner fold of this page).
2. Ensure that all pages of a document are sequentially numbered and in the correct order.
3. If the document conveys title to real property, complete **two** copies of the Philadelphia Realty Transfer Tax Certification\*, and **one** copy of the Realty Transfer Tax Statement of Value Form\* required by the Commonwealth of Pennsylvania.

For information related to property tax address or assessed and fair market value, contact:

*Board of Revision of Taxes*  
34 South 11th Street  
Philadelphia, PA 19107  
(215) 686-4334

4. Place riders and realty transfer tax certifications at the end of their corresponding documents.
5. In cases of deeds with subdivisions and consolidations, verify the legal descriptions in the Department of Records Mapping Unit (Room 163, City Hall), Monday through Friday from 8:00 a.m. to 2:00 p.m.
6. Submit documents for recording to the Department's Document-Recording Unit (Room 111, City Hall), Monday through Friday from 8:00 a.m. to 2:00 p.m.
7. Resubmit previously rejected documents with their respective Document Rejection Notices.
8. Make photocopies of documents before submitting them for recording.
9. **You can obtain a fee schedule:**
  - On the Internet at [www.phila.gov](http://www.phila.gov)
  - By calling 215-686-2260
  - By picking up a copy of the Department's fee schedule in Room 111 of City Hall

## Philadelphia County Document-Recording Requirements

1. A document must be typed, legible and capable of photographic reproduction. All corrections must be initiated by proper authorities.
2. The document must be dated. The acknowledgment date should not predate the date of execution of the document by the party whose signature is acknowledged.
3. The document must be for Philadelphia property and contain a metes-and-bounds description as well as 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 captions.
5. The names in the OR caption, the execution and the acknowledgment must conform with each other.
6. In the case of a conveyance by a corporation, partnership, or any entity other than an individual, a properly authorized officer is required to execute the document.
7. **Corporate Executions**  
If a conveyance is by a corporation, execution is usually affixed by the president, or vice-president and secretary/assistant secretary or treasurer/assistant treasurer of the corporation. When other officers or agents execute 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 of the United States or its territories, and must include the following: state and county; date (should not predate the document date); name of individual, corporate or authorized officer appearing; and notary signature, notary stamp (where applicable), and expiration date. Instead of a notary public, the acknowledging officer may be a judge, or clerk or prothonotary (or deputy of either), of a court of record in the U.S. or its territories; justice of the peace, magistrate, or alderman of a county of the Commonwealth; recorder of deeds or deputy of the U.S. or its territories; or, in U.S. territories, officer of the U.S. military holding the rank of major or higher or civil officer of the U.S. 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; ambassador, consul (consul general or vice consul), counselor to or secretary of a legation, minister, or charge d'affairs; or notary public, or judge or a clerk of a court of record, of the country where the acknowledgement is made.
9. All deeds must have the grantee's address certified by the grantee or designee.
10. All mortgages and assignments of mortgage must have a certificate signed by the mortgagee, assignee or person entitled to interest, or a 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 Realty Transfer Tax Certification and the State's Realty Transfer Tax Statement of Value form. If claiming an exemption from the transfer tax, the reason for exemption should be stated on these forms.
12. Deeds must be accompanied by all applicable transfer taxes (unless exempted) and completed City and State transfer tax certifications (the City certification is required in duplicate).
13. Payment of the City transfer tax, the State transfer tax, and all applicable recording fees must be made by separate checks. Each deed requires separate checks in the correct amounts for the applicable transfer taxes. For the State tax, the check must be payable to the Commonwealth of Pennsylvania. The check for the City tax must be payable to the City of Philadelphia.
14. **Satisfaction of Mortgage**  
Effective 2/7/03, when a satisfaction of mortgage is submitted, the City of Philadelphia does not require: 1) The original mortgage; 2) An image of the first page of the original mortgage; or, 3) A validation fee.  
  
Effective 9/28/04, It is not necessary to include a legal description on Satisfaction of Mortgage documents submitted for recording. However, please be sure to include a complete street address and, when necessary, such other description that will adequately describe the property.  
Note: The City would not be able to make a determination as to when an address alone would not be sufficient to describe the property. If for some reason you determine that an address would be insufficient, it is recommended that a legal description be attached.
15. In order to release property from the lien of a mortgage of record, a Release-of-Mortgage form is required.
16. Each document must comply with six technical requirements.
  - Instruments must be legible and suitable for imaging.
  - Each page of an instrument must be 8.5 inches by 11 inches unfolded.
  - Pages must be printed on one side only.
  - Margins. First page, 3-inch margin at the top with the left hand containing "Prepared by" and "Return to" party name, address and telephone number and a 1-inch margin on the other sides. All other pages, 1-inch margin on all sides.
  - All pages, including attachments, must be numbered sequentially.
  - 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.

### **NOTE:**

- If you do not understand these requirements, or if you need legal advice, please seek advice from your lawyer. If you do not have a lawyer and do not know how to get one, contact the Philadelphia Lawyer Referral and Information Service at (215) 238-6333.