

The Recorder of Deeds Division is open Monday through Friday from 8:30 AM to 4:30 PM.

Please note: Same-day recording stops at 4:00 PM each day.

Our office is closed on designated County holidays.

Our main office number;
814-623-4836.
Our fax number;
814-624-0488.

Our email address:
RANDR@bedfordcountypa.org

You can currently view records online at www.infocon.com.

We are not permitted to give any kind of legal advice and we suggest that you go to an attorney for any questions you may have.

These requirements are effective June 1, 2019

Do you want to record your documents electronically? Please use one of the following websites:

www.erecording.com

www.simplifile.com

**Please make all checks payable to "Dwight JR Winck Register Recorder"*

Note: A stamped, self-addressed envelope of sufficient size to accommodate documents must be included with every recording or request.

Our mailing address is:

*Recorder of Deeds Division
Bedford County Courthouse
200 S Juliana St, Room 106
Bedford, PA 15522*



Bedford County Recorder of Deeds

Recording Requirements

**Dwight JR Winck,
Recorder of Deeds**

**Bedford County Courthouse
200 S Juliana St
Room 106
Bedford, PA 15522
www.bedfordcountypa.org**

The following is a list of requirements that will help reduce the number of documents rejected.

Fees/Payments:

- All recording fees include up to four (4) names and four (4) pages. Each additional name is \$.50 and each additional page is \$2.00.
- If a fee is not specified, the Recorder of Deeds will determine it.
- All recording fees must be for the exact amount. We are unable to give refunds. We will keep any overages \$5.00 or less. If your overages are over \$5.00 your document will be returned.
- No more than five documents for one check. All five documents must be correct for all five recordings to be processed. It is suggested that there be one check per document to avoid document rejection.

Acknowledgements:

- All acknowledgements must comply with the Revised Uniform Law of Notarial Acts.
- Acknowledgement date cannot predate document date.

Statement of Value (REV-183):

- The Pennsylvania Department of Revenue requires that these forms be filled out completely.
- We require a duplicate copy of the statement of value.
- Statement of values must accompany all transfers not stating the full consideration when claiming an exemption, except for a family exemption, which must be clearly stated on the document.
- Statement of values must be signed and dated.

Location:

- All documents dealing with real property must have a State, County, and Municipality clearly stated on the document.
- All documents presented with property in more than one municipality or school district must clearly state the proportional share (in whole numbers) as to the division of the local realty transfer taxes.

Foreign Language:

- All foreign language documents must include written English translation to be recorded along with the original document.

Order:

- Multiple documents recorded together MUST clearly numbered as to the order they are to be placed on record. Any re-recording expenses because of improper order of recording will be paid by party submitting document.

Re-Recording:

- Re-Recordings that are correcting anything more than a mere clerical error must have a **NEW Acknowledgement.**

Deeds, Mortgages & Mortgage Assignments:

- The numerical amount must match the written amount on deeds and mortgages.
- All deeds, mortgages and assignments must have a signed certificate of residence. This is the tax billing address.
- Book and page numbers of mortgages must appear on all documents that refer back to this document.
- All mortgage assignments must include a mortgage notation on the document.