



GREENE COUNTY REGISTER AND RECORDER

10 E. HIGH STREET, ROOM 100
WAYNESBURG, PA 15370
724-852-5369

Deputy Recorder of Deeds
724-852-5283

Deputy Register of Wills
724-852-5284

RECORDING REQUIREMENTS **REASONS FOR REJECTION**

- All fees include up to four (4) pages and four (4) names per document
- Additional pages are \$2.00 each. Additional names are \$0.50 each. (Count all pages)
- Two (2) fully completed Realty Transfer Tax Statement of Value forms are required
 - One (1) Realty Transfer Tax Statement of Value form, along with any attachment(s) should be counted as pages of your document
 - One (1) Realty Transfer Tax Statement of Value forms will be sent to the Pennsylvania Department of Revenue
- Three (3) checks (recording fee, 1% state tax, 1% local tax) required when recording documents with transfer taxes.
- Make checks payable to 'Recorder of Deed'
- Document font size must be 12pt. font or larger.
- 2" (inch) margin is required on top of front page.
- Tax Map Parcel Identification Number(s) must be included on document - (PIN)
- Township(s) and/or Borough(s) must be included on document
- Self-addressed stamped envelope required of appropriate size
- Documents must have a document date
- Documents must have original signatures
- A Certificate of Residence must be signed
- Any handwritten or white-out change/correction/addition made to document must be initialed before recording
- All re-recording documents must state why the document is being re-recorded and be affixed with new signature(s) and new acknowledgment(s)
- Notary stamps must be legible for reproduction.
 - Writing or typing on Notary stamp is a violation of Chapter 12 of the PA Notary Law
- Notary/Acknowledgment(s) must be in proper formatting
- Notary/Acknowledgment(s) date cannot predate document execution date

Dated: July 22, 2021

*Please note, this list, including but not limited to is subject to change when different circumstances arise