



## Helpful Information

All documents dealing with Real Estate MUST have the tax code number(s) typed or written in the proper format (periods (.) and not slashes (/)) on the top left-hand side of the document. The numbers must be legible.

Every tax code on the document will incur an additional \$10.00 fee.

Any document over four pages will have an additional \$2.00 fee per page. If the document is less than four pages, the base fee still applies.

Any document that has more than four names will have an additional \$.50 fee per name. If the document contains less than four names, the base fee still applies.

For Example: The deed you want to record has two tax codes, six names and eight pages.

Base fee is \$86.75

- Tax Codes (2) – an additional \$20.00
- Additional Names (2) – an additional \$1.00
- Additional Pages (4) - an additional \$8.00

In this case, the total fee for recording is \$115.75

If you come into the office to obtain copies of your documents via the staff at the front desk, there is a \$1.00 printing fee per page. You can also obtain and pay for documents online at [www.landex.com/webstore](http://www.landex.com/webstore) and print from the comfort of your home. Our public search room is also available for use. Pages printed in the search room are charged \$.50 per page. You can view documents in the search room at no cost. If you require a certified copy, the fee is \$3.00 per document in addition to the standard printing fees.

All documents being submitted for recording must be originals, meaning no copies are accepted unless by order of the court. A certified copy of the court order obtained from the Prothonotary's office needs to be recorded prior to the recordation of the copy of the document.

The staff in the office are unable to provide legal advice or assistance. There is no negotiation on the fees and taxes required when recording a document. We recommend you reach out to an abstract company or attorney when drafting documents. The Monroe County Bar Association's Find a Lawyer program can be reached by calling 570-424-1340. They provide a 30-minute consultation with a local, knowledgeable attorney at a discounted \$25 rate.

Documents submitted to the office that are incorrect or not recordable will be charged a \$2.00 rejection fee and returned to the submitter. We recommend you reach out to the office prior to recording a document if you have questions. The office can be reached at (570) 517-3969. Our office is open Monday to Friday from 8:30 to 4:15pm.

All fees are subject to change. Payment can be made via cash, credit card (Visa, Discover and MasterCard), money order and business check. **No personal checks are accepted.**

Credit card service charges are as follows:

- \$1.00 service fee for charges up to \$36.50.
- Charges \$36.51 and up are assessed a 2.75% service fee. For example: Charges are \$150.00 – a \$4.13 service fee will be applied.