SUBDIVISION / LAND DEVELOPMENT PLANS
Per Plan Set – Flat fee, no per page fees $70.00

HIGHWAY MAPS
First Page Ea. Addl. Pg.
Up to 36 x 48 $35.00 $15.00

Requirements for Plans:
- Approval – Berks County Planning Commission
- Black print on white paper preferred
- ORIGINAL signatures of owners
- Acknowledgement - ORIGINAL signatures of Notary Public and stamp
- Approval (if applicable) – within 90 days by local planning agency with ORIGINAL signatures
- Approval – local governing body with ORIGINAL signatures and township or borough ORIGINAL raised seal

FILING FEES
Act 319 Clean & Green $36.00
And Agricultural Security Agreements, includes one tax parcel add $10.00 per additional parcel.

U.C.C. Financing Statement, UCC-1 and UCC-3, Initial Statement, Assignment, Continuation, Termination, and Amendment, includes one tax parcel add $10.00 per additional parcel.
Each document $100.00

Veterans Discharge Free
Veterans I.D. Card Free

Miscellaneous Fees
Certifications $2.00
E-Certifications $10.00
Copies 8.5 X 11 per page $0.50
Copies oversize per page $1.00
Service Charge / Rejection Fee $5.00
Exhibit; map or plan larger than 8.5” x 14” filed with a document, per page $15.00
Overpayments not exceeding $10.00 will be forfeited


DOCUMENT CHECKLIST
Acknowledgement – Must include: state and county where acknowledgment was taken, date, persons/corporate officers, title and name of corporation or partnership, notary signature, notary stamp must be clear and legible and include expiration date. Writing or typing on notary stamp is a violation of Ch. 12 of the PA Notary Law.

Instrument Numbers or Book & Page Numbers – Must appear on all documents which refer back to the original document

Foreign Language Documents – Must include a written English translation sworn or affirmed by the translator to be recorded along with the original instrument.

Grantee Mailing Address – Must be exact, current and legible.

Address / Property ID Number – UPI / Location – All documents must indicate property location including street address, municipality (Borough, City or Township), County, State, Wyomissing Borough deeds must specify Wyomissing or Wilson School District. Metes and bounds legal description not required if reference is made to a description in prior recorded deed or plan. Property I.D. # - UPI required on all documents that reference real estate, Property I.D. number - UPI can be obtained via the Parcel Search on the Assessment Office page of www.CountyOfBerks.com. Number is at least 14 digits, 17 for Condos. New parcels, portions of parcels or combinations must be so noted on deed.

Multiple Documents – Multiple documents constituting one transaction must be clearly numbered as to the proper order in which they are to be recorded.

Personal Checks – NOT accepted for transfer tax

Personal Information – It is the responsibility of the submitter to ensure that no personal information (i.e., SSN, bank account or loan numbers, etc.) appear on documents. Documents containing personal information may be rejected or redacted at the discretion of the Recorder.

Re-recorded Documents – Must have a new acknowledgement, with current date, and an explanation as to why the document is being re-recorded.

Statement of Value (SOV) – A SOV must accompany all easements and rights of way and all deeds not stating the full and complete value of the property being conveyed, except if a family exemption applies (a family exemption must be stated in the deed). The SOV must be completed in duplicate per the PA Department of Revenue. Note: Common Level Ratio factors change annually on July 1st and must be included on the SOV (see our website for details).

Submitter’s Name – The submitter’s name and company must be typed on the document in the “Return To” area, and a SASE must be included for documents to be returned.
• Self-addressed, stamped envelopes of appropriate size are required for return of instruments.

• Metes and bounds legal description not required if reference is made to a description in a prior recorded deed or plan.

• Where no fee is specified, the fee shall be set by the Recorder of Deeds.

• All instruments presented for recording are scanned for image retention and must be clear dark print. Light copies will not be recorded.

• Checks should be made payable to: “Berks County Recorder of Deeds”

If $5.00 rejection fee was assessed it must be paid or the document will be returned and an additional $5.00 fee will be added.

SEARCH RECORDS ON-LINE
AT WWW.COUNTYOFBERKS.COM/RECORDER
We accept E-Recording through Simpliﬁle, ACS, INGEO and PropertyInfo

HOURS OF OPERATION:
8 a.m. to 4:30 p.m. Mon – Friday
Recording concludes at 4:00 p.m.

CONTACT US:
Berks County Recorder of Deeds
Berks County Services Center 3rd Floor
633 Court Street
Reading, PA 19601

Phone: 610-478-3380
Fax: 610-478-3359