

Robin M. Robinson
Recorder of Deeds
Gail Humphrey
First Deputy
Steven Pizzollo
Second Deputy

Recording Requirements

1. Acknowledgement date cannot predate the document date.
2. Acknowledgement must include the following: County, State, date, person or corporate officer's names and titles of persons appearing, notary signature, seal and expiration date. If any items is missing, the acknowledgement is defective.
3. Deeds and mortgages should indicate the property's municipality, county and state.
4. Numerical amount must match written amount on deeds and mortgages.
5. Book and page or Instrument numbers of mortgages must appear on all documents that refer back to the document.
6. Transfer taxes and/or a Realty Transfer Tax Statement of Value form, must accompany all transfers unless exemption is clearly stated in the deed (for family transfers). The Realty Transfer Tax Statement of Value form must be fully completed.
7. Multiple documents constituting one transaction must clearly indicate on each document the order of recording; any re-recording expenses from improper order of recording will be paid by the party submitting the document.
8. Re-recording of documents must be re-acknowledged.
9. Deeds with transfer tax in more than one municipality must stipulate division of transfer taxes.
10. Deeds, mortgages and assignments must have certified grantee/mortgagee address; certifications should be signed.
11. All checks must include the account holder's address
12. All documents directly related to real estate MUST show the County Tax Parcel Number and will be submitted to the Bucks County Board of Assessment prior to recording.
13. Deeds conveying property in any of the following Townships and Boroughs must be registered with them within 72 hours after recording: Buckingham Township, Doylestown Township and Borough, Durham Township, Lower Southampton Township, Morrisville Borough, New Britain Township and Borough, Perkasio Borough, Plumstead Township, Quakertown Borough, Sellersville Borough, Warwick Township and Wrightstown Township.