

OFFICE OF THE RECORDER OF DEEDS

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NOTICE FROM THE RECORDER OF DEEDS OFFICE:

Dear Township/Borough Manager,

5/10/23

This letter is to clarify the procedure for signatures and acknowledgements on documents to be recorded.

Please follow these guidelines to have your documents and plans recorded promptly and without rejection.

Signatures and acknowledgement clauses should be listed separately:

1. Signatures are required to be in ink and original.
2. Signature lines - must have the name of the signor typed underneath the signature along with their title and company name.
3. Agreements must be signed by the Municipality and Homeowner, whose names should be exactly the same as on the property deed.
4. Refer to the York County Assessment records for the correct names and spellings on the current property deed.
5. Any documents or plans that do not have the names exactly the same as the deed will be rejected.

Acknowledgement clauses:

1. Acknowledgements must include the venue: Commonwealth of Pennsylvania:
County of York:
2. Must be dated ON or AFTER the date of the document.
3. Have the name of the signor typed exactly the same as the deed, along with any title or company names in the notary clause.
4. The signature lines and the names typed in the notary clause must be exactly the same.
5. The notary needs to sign and place their stamp legibly below the acknowledgement clause.

BE SURE TO ADD THE PROPERTY ID NUMBER AND LOCATION ON ALL DOCUMENTS AND PLANS:

Please revise your current forms and plans to comply with the above guidelines so your next visit to the Recorder of Deeds Office is a quick and easy experience.

Laura Shue, Recorder of Deeds