

# THE COUNTY OF CHESTER



## OFFICE OF THE SHERIFF

201 W. Market Street, Suite 1201  
PO Box 2746 West Chester, PA 19382-0989

CAROLYN B. WELSH  
Sheriff

GEORGE P. MARCH  
Chief Deputy



## RECORDING INSTRUCTIONS FOR CORRECTIVE DEEDS

PLEASE SUBMIT THE FOLLOWING:

1. **Cover letter stating the requested correction.**
2. One (1) copy of the **prior recorded deed.**
3. One (1) copy of the **prior recorded Realty Transfer Tax Statement of Value Form.**
4. One (1) copy of a **new completed Realty Transfer Tax Statement of Value Form** with the following exemption box checked:
  - Corrective or confirmatory deed.
5. One (1) **self-addressed postage-paid envelope**, which will be used by the Recorder of Deeds to mail to you the original recorded deed once it is archived, which can take several weeks. A printable image of your deed is available online through The Recorder of Deeds' website within 24-48 hours after it is recorded.
6. **The following checks made payable to the following parties:**

|          |  |
|----------|--|
| \$10.00  | Prothonotary of Chester County <sup>1</sup>    |
| \$30.00  | Sheriff of Chester County <sup>2</sup>         |
| \$93.00  | Recorder of Deeds, Chester County <sup>3</sup> |
| \$100.00 | Dawson R. Muth, Esq. <sup>4</sup>              |

**If you have a settlement date or some other applicable deadline for the recording of the corrective deed, please include this information in your cover letter.** We will make every effort to record the deed in advance of, or notify you of any problem with, any such deadline.

### **Real Estate Division Contact Information:**

Phone: (610) 344-6859                      Fax: (610) 344-5345

Phone: (610) 344-5363                      Email: sheriffsales@chesco.org

<sup>1</sup> This is the Prothonotary's standard fee for a Sheriff's Deed.

<sup>2</sup> This is the Sheriff's standard fee to execute and acknowledge a Sheriff's Deed, set by the Sheriff Fee Act.

<sup>3</sup> This is the Recorder's fee for a standard five-page Sheriff's Deed. The Recorder's fee may be higher if you have a legal description of more than one page, or with more than one parcel or more than one UPI. If this is the case, please call ahead for the applicable Recorder's fee.

<sup>4</sup> Mr. Muth is the Solicitor for the Sheriff's Office and his office prepares all deeds.