

# 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

JASON W. SUYDAM  
Chief Deputy



## RECORDING INSTRUCTIONS FOR BANK BUYBACK DEEDS (\$1.00)

### PLEASE SUBMIT THE FOLLOWING:

1. Two (2) copies of the completed **Realty Transfer Tax Statement of Value Form**. Incomplete forms cannot be accepted. Instructions are on the back of the form, which can be obtained through our website's link to the PA Department of Revenue's website.

**Please Note:** The tax parcel number is required. Please use the **short form parcel number** (ex: 48-1-138) and not the long form parcel number (ex. 48000-01-13800) as the long form parcel number will not be accepted by the Recorder of Deeds. If you need the tax parcel number and/or the **County Assessed Value** to complete the form, contact the Tax Assessment Office at (610) 344-6105. If you need the **Common Level Ratio Factor** to complete the form, use our website's link to the PA Department of Revenue's website.

2. Two (2) **self-addressed postage-paid envelopes**. One will be used to mail to you a copy of the Sheriff's cost sheet and the escrow refund check. The other 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.
3. One (1) copy of the **prior recorded mortgage and/or assignment** with the Recorder of Deeds' stamp/sticker.
4. One (1) copy of a complete **Legal Description**, if not previously provided, which should include the **short form parcel number** and a **complete and current recital** which clearly states the transfer from the prior owners to the current owners in default, along with any information regarding the deceased, divorced, or otherwise divested owners if the owners listed on the mortgage are not all listed as defendant in the case. **Do not** forward any legal descriptions that are illegible or watermarked with "Unofficial Copy" or similar

**Please submit the required paperwork as soon as possible after the sale, preferably within 25 days.** We make every effort to send deeds for recording within 30-60 days after the sale date, but your deed may be delayed if you do not submit the required paperwork in a timely fashion.

**Escrow refund checks, sale proceeds, and cost sheets will be mailed out together as soon as we are notified of the deed recording date.**

**Real Estate Division Contact Information:**

Phone: (610) 344-6859

Fax: (610) 344-5345

Phone: (610) 344-5363

Email: [sheriffsales@chesco.org](mailto:sheriffsales@chesco.org)