

UPDATED eRECORDING GUIDELINES:

- All parcels numbers on all documents must be registered with the Board of Assessment. If the parcel number is shown on the document anywhere it must be registered unless it is for reference only and that must be stated on the document.
- All documents must be scanned in 300 or greater DPI so that it is legible. You can check with the eRecording vendor for proper settings. If we receive a document, and the image is not legible or has markings that obscure the image, we will reject it.
- For documents with more than 3 parcels up to 10 parcels, please scan in a blank page for Board of Assessment to apply parcel stickers.
If no blank page is scanned in, your document will be rejected. The blank page will be an additional page and should be included in your page count fee.
- Only 1 statement of value is needed for eRecording. CHECK WITH THE eRECORDING COMPANY FOR SCANNING INSTRUCTIONS.
- Review documents after scanning to check for errors, missing pages, etc.
- Please call (610-278-3870) the same day if you feel a rejection is in error so we may review and determine if the rejection fee should be returned.

DOCUMENTS THAT CAN NOT BE ELECTRONICALLY RECORDED:

- Documents with more than 10 parcels may not be eRecorded. They must be submitted by mail or over the counter.
- Deeds with a trust - Trusts often have personal information and when a document is recorded electronically, it is automatically available to the public. We send trusts with an Affidavit of Value directly to the State. It is not a document to be put out on Public Record.
- Mortgages in default cannot be eRecorded.
- No more than 10 documents in a package.
- No more than a total of 100 pages for a package. We have increased the number of pages allowed, however, sometimes the large number of pages may cause a problem with retrieving the file.
- Plans cannot be eRecorded at this time
- Also at this time, POST CONSTRUCTION STORM WATER MANAGEMENT DOCUMENTS CANNOT BE eRecorded.