

MONTGOMERY COUNTY RECORDER OF DEEDS

Recording Refresher.....the ACKNOWLEDGEMENT



An acknowledgement is a declaration before an official, usually a notary public, that has executed a particular legal document. Acknowledgements are a part of most documents that are submitted to the Recorder of Deeds office for recording.

Individual and corporate are the two (2) basic forms of acknowledgement. An individual acknowledgement allows one or more individuals to acknowledge their signatures, each acting on their own behalf. A corporate acknowledgement allows an individual to acknowledge his or her signature acting as an officer of a corporation, non-profit, partnership, or a like entity¹. A corporate acknowledgement must include not only the name of the officer (s) signing, but also the officer's title and then name of the corporation he/she is representing.

¹From the PA Association of Notary's "A practical Guide for Notaries Public in Pennsylvania", 2002.

ACKNOWLEDGEMENT COMPONENTS

- ◇ **Venue** - the State and County where the acknowledgement was taken;
- ◇ **Date** - the day, month and year the acknowledgement was taken. The acknowledgement cannot predate the execution;
- ◇ **Proper Acknowledgement Language** - each state has its own language that must be included in the acknowledgement;
- ◇ **Names (individual)** - an individual acknowledgement must include the name(s) of the individual (s) who has executed the document;
- ◇ **Names (corporate)** - a corporate acknowledgement must include not only the name(s) of the individual(s) signing, but also the title(s) of the individual(s) and the name of the corporation the individual(s) is representing;
- ◇ **Consistency** - the named stated in the acknowledgement must be consistent with the grantor / mortgagor and with the signature. The names must match exactly (including any initials or suffixes);
- ◇ **Notary Signature, Stamp and / or Seal** - States vary as to what is required from the notary to attest to the acknowledgement. Usually the notary's signature and an inked stamp with the correct municipality and / or seal are required. If an inked stamp is used, the stamp must be clear, legible and able to be scanned. Writing or typing information on the notary stamp is a violation of Chapter 12 of Pennsylvania Notary Law;
- ◇ **Notary Expiration Date** - should appear in the acknowledgement as part of the stamp, seal or notary's signature;
- ◇ **Appearance** - the acknowledgement should begin with the venue and end with the notary's signature / stamp / seal. The acknowledgement, in its entirety, must appear on the same page.

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