

Eleven Steps to Take to Prevent Rejection of Real Estate Documents

1. Property must be located in York County.
2. Signatures and Notary Seals must be included.
3. If your document refers to another document (release of mortgage or assignment), you must include the book and page to which it refers.
4. Real Estate Legal Descriptions must be exact (lot, block, section-township-range).
5. Make sure all parties involved in the transaction sign the document.
6. Real Estate Transfer Statement Form (521) must be filled out **IN FULL AND SIGNED.**
7. If an exemption from documentary stamps is being claimed, it must be notated on the Transfer Statement on line 21 or 22.
8. Only ORIGINAL DOCUMENTS will be filed – electronic signatures and photo copies will not be filed.
9. Filing fees are \$5.00 per page and \$.50 per legal (each lot or per section).
10. To avoid mistakes – have someone other than you proofread the document.
11. Don't forget to include payment.