



Good Deeds

News from the Office of the Recorder of Deeds, Chester County, Pennsylvania

Volume 1, Issue 1

3/31/2008

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Click on "Records Search" for records online.

Hours:

The office is open Monday through Friday from 8:30am to 4:30pm. However, same-day document recording stops at 4:00pm on all days. The Search Library is open from 8:30am to 4:15pm, weather permitting.

Fees:

For a full list of service fees, see our website: www.chesco.org/recorder.

Reminder:

To save time and facilitate the filing and recording of documents, submitting parties should include two return self-addressed, stamped envelopes with the initial filing. The first envelope will be used to notify the submitting party the document has been received and the second envelope will be used to return the original recorded document. If return envelopes are not included, the notification process will take longer to complete.

Prior Newsletters are available at www.chesco.org/recorder.

Recorder Ryan Costello Speaks at National Notary Association Ceremony Honoring Recorder Steve McDonald



Ryan Costello, Recorder of Deeds.
Photo by Lori Stahl, The Stahl Gallery

In February, Recorder Ryan Costello spoke at the National Notary Association (NNA) ceremony honoring Lancaster County Recorder Steve McDonald with The Calvin Coolidge Notary Award. The NNA gives this award each year to a government official who has "spearheaded efforts to strengthen the ability of Notaries to safeguard citizens' property and personal rights."

McDonald received the award for his efforts to guard an individual's privacy in document transactions.

"Steve McDonald is a role model in our industry. He's used technology to enhance recording procedures while reducing costs. Chester County plans to continue using these

sound business models," said Costello.

Steve McDonald has been Lancaster County Recorder since 1997 and is currently running for PA State Senate in the 13th District.

PA Department of State Drops eNotarization Fee

Beginning in January of this year, the PA Department of Revenue eliminated the \$40.00 fee previously collected with the application to become an eNotary. The Commonwealth took this step in an effort to make eNotarization more accessible.

"There has never been a better time for notaries public to begin using this secure, effective system," states the DOS website. The basic steps to becoming an eNotary remain the same. You must first be a commissioned notary in order to file an eNotary application.

Chester County is one of the

original Pennsylvania counties selected to participate in the Commonwealth's eNotarization initiative launched in February of 2006.

For more information on becoming an eNotary, visit the PA Department of State website at www.dos.state.pa.us/notaries.



Recorder of Deeds Office Participates in Drafting GIS Strategic Plan

Land record modernization is a continuing priority for the Recorder of Deeds office. Our records are important to both internal and external County partners. The records play a crucial role in providing data for the County's Geographic Information Systems (GIS).

Chester County GIS has a strong program managed by the GIS section of the County's Department of Computer & Information Services (DCIS). GIS integrates spatial data (maps) and tabular data (databases) through computer technology. GIS is utilized by many County departments including Emergency Services, the Water Authority, Tax Assessment, Health, Voter Services, Parks & Recreation, and Detectives,

to name a few. Local municipalities and school districts also utilize the County's GIS through the GIS Consortium Program. GIS has become an integral part of providing for the safety, health, and quality-of-life standards for all County residents.



(L to R) GIS Policy Committee Members: Stephanie Phillips, Recorder of Deeds staff; Peirce Eichelberger, County GIS Manager; and Ryan Costello, Recorder of Deeds. Photo by Ruth Haganir.

The GIS Policy Committee is comprised of representatives from various departments throughout the County. Each are users of and/or providers of data. The Recorder of Deeds Office is an active member of the Committee and participated in drafting the strategic plan to support continuing GIS improvements in the County.

"The Recorder of Deeds office is a strong supporter of the County's GIS and will continue to offer whatever assistance is required in order to promote and improve the system," said Recorder of Deeds Ryan Costello.

For more information on Chester County GIS visit their website www.chesco.org/gis.

Recording Refresher...the ACKNOWLEDGEMENT

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

There are two basic forms of acknowledgment: individual and corporate. 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 the 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 (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,
- **Names (individual)** – an individual acknowledgement must include the name(s) of the individual(s) who has executed the document,
- **Consistency** – The name 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 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.

2008 Chester County Holidays

The Recorder of Deeds Office will be closed on the following recognized County holidays:

May 26 – Memorial Day

July 4 – Independence Day

September 1 – Labor Day

November 4 – Election Day

November 11 – Veterans Day

November 27 & 28 – Thanksgiving Holidays

December 25 - Christmas