

## Document Bulletin for Potter County, PA

Potter County, PA is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

**General Requirements for all documents:**

- 1" margins on all pages
- Letter and Legal-sized documents accepted
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:30 AM to 4:00 PM (Cut Off Time) (Can submit any time)
- UPI not required

Document Type	Required Indexing and Attachment
ADDENDUM	Grantor/Grantee
ADVERSE CLAIM	Consideration (Deed/Mortgage)
AFFIDAVIT OF TITLE	
AGREEMENT	
AMENDMENT	
AMENDMENT TO MORTGAGE	
ASSIGNMENT	
ASSUMPTION	
BAIL BOND	
BAIL BOND RELEASE	
CERTIFICATE	
DEED	
LAND CONTRACT	
LEASE	
LEASE (30 YEAR AND OVER)	
LEASE ASSIGNMENT	
LEASE SURRENDER	
MAP	
HIGHWAY MAP	
MEMORANDUM	
MERGER	
MISCELLANEOUS - RECORDER OF DEEDS	
MODIFICATION OF MORTGAGE	
MORTGAGE	
MORTGAGE ASSIGNMENT	
MORTGAGE ASSUMPTION	
MORTGAGE EXTENSION	
MORTGAGE MODIFICATION	
MORTGAGE RELEASE	
MORTGAGE SUBORDINATION	
NOTARY ADDRESS CHANGE	
NOTARY NAME CHANGE	
NOTICE OF CONDEMNATION	
NOTICE OF ASSESSMENT	
ORDINANCE	
PLAN - HIGHWAY	
PLAN - PLOT	
POWER OF ATTORNEY	
POWER OF ATTORNEY REVOCATION	
PREFERENTIAL ASSESSMENT	
PREFERENTIAL ASSESSMENT REVOCATION	
REDETERMINATION	
RIGHT OF WAY	
SATISFACTION	
UCC	