



COUNTY OF BERKS, PENNSYLVANIA

Recorder of Deeds

Services Center, 3rd Floor
633 Court Street
Reading, PA 19601

Phone: 610-478-3380

Fred Sheeler, Recorder

PLAN RECORDING FORM

Please complete the following information:

DATE: _____ # SHEETS SCANNED: _____

Planning Commission File #: _____

Plan Name: _____

Parcel I.D. Number (s): _____

Submitter Name: _____

Address: _____

Phone Number: _____

Email address: _____

(Email address is required for return of recording receipt and cover page)

Payment by: (please check)

_____ Same as submitter

_____ Other. Please specify: _____

_____ Check for \$100 attached. Check # _____ Payable to: Berks County Recorder of Deeds

_____ Please charge escrow account of: _____

Authorized signature of Escrow Account holder.

*Please contact the Recorder of Deeds Office at 610-478-3380, or recorder@berkspa.gov,
with questions regarding your recorded information and receipt.*

Effective 4/2025