

**TOWNSHIP  
OF  
LOWER MERION**

MONTGOMERY COUNTY



DEPARTMENT OF BUILDING AND PLANNING

75 E. Lancaster Ave.  
Ardmore, Pa. 19003 - 2323  
Telephone: (610) 645-6200

TO: Residents, Realtors, Title Companies and Attorneys  
SUBJECT: Real Estate Registration  
FROM: Joseph Driscoll  
DATE: December 2008

It is no longer necessary to register the original deed with Lower Merion Township prior to recording the deed with Montgomery County. The Township still requires that a Real Estate Registration form be used to register any change(s) in ownership or legal description. Attached is the Real Estate Registration form that should be used to register the change(s). The fee to file the Real Estate Registration Form is ten dollars (\$10.00).

Following the instructions at the top of the form, fill out the heading information as indicated. On the bottom half and the back, copy the property description, including the "Being" clause, and any other pertinent information, exactly as it appears on the deed. Do not paste or attach any other papers to this form. More than one (1) form may be used if necessary. We will accept photocopies and faxed copies of the real estate registration form. Computer scanned forms will be accepted only if exact in appearance and professional image as the official Township issued registration forms, i.e., margins, dual sided, etc.

Lower Merion Township requires a Property Resale Certification (Part I) and Smoke Detector Affidavit (Part II) for the sale of any property in the Township. The only exemption to this Certification is tax-exempt sales.

Send the completed Real Estate Registration form along with the Smoke Detector Affidavit (Part II) and a check made payable to the Township of Lower Merion to cover each parcel of land to be registered. A separate check is required to cover the fee for the Resale Certification or proof of prior payment.

If we can be of service to you please do not hesitate to contact me at (610) 645-6168.

# TOWNSHIP OF LOWER MERION, ARDMORE, PA.

## Real Estate Registration -- General Information

Owners of real estate, or their agents, must fill out this form, PRINTED or TYPED, and present it for registration at the Department of Building and Planning at the Township Building, 75 E. Lancaster Avenue, Ardmore, PA 19003.

No other form may be used and no form will be acceptable if slips are attached thereto.

If property has been acquired by will, give date of death of former owner, date of probate and number of page of Will Book where it is recorded.

If property has been acquired under the intestate Laws, or by death of a joint tenant or tenant by the entireties, give date of death as date of acquiring title.

If property has been acquired through partition, court decree, or in any manner other than by deed, state nature of proceeding, date of final decree, and number and page of book where final decree is recorded.

If name of owner has changed, state how change was effected, i.e., whether through marriage, divorce or decree of court.

Manner of Acquiring Title

Deed, Will Intestacy or Court Decree, Death of Co-owner

Former Owner (Grantor)

Name in Full

Present Owner (Grantee)

Name in Full

Street and House Number

Lot Number

Date of Acquiring Title

Consideration in Deed \$

Owner Address

Name

Street

City

State

The following certificate must be filled in and **signed (not typed)** by grantor or for him by a title insurance company, licensed real estate broker or attorney at law.

### CERTIFICATE OF VALUE

It is hereby certified that the value (as defined by the Lower Merion Township School District Realty Transfer Tax Resolution and the Township of Lower Merion Realty Transfer Tax Ordinance), of the real estate as described below is \$ \_\_\_\_\_

The amount of the transfer tax is \$ \_\_\_\_\_ and has been paid.

TITLE NO. \_\_\_\_\_

TITLE INSURANCE COMPANY \_\_\_\_\_

Per \_\_\_\_\_ Settlement Clerk

### Description of Property

This must be an exact copy of the legal description, recital paragraph, and all easements, restrictions, and reservations as given in the deed or other instrument. Describe only one property on each form. Contiguous lots described separately but used as one property may be registered on one form.

ALL THAT CERTAIN LOT OR PIECE OF GROUND

(Use reverse side if additional space is required)

Signature of Owner or Agent \_\_\_\_\_

For Township use only. Read by \_\_\_\_\_

(6/16)

Compared by \_\_\_\_\_ Date \_\_\_\_\_

**Description of Property---Continued**

Plate No. -----

Property No. -----

**Do Not Type Over This Line**