

IMPORTANT NOTICE

Berks County Recorder of Deeds
Universal Parcel Identification System – UPI System
Will go into effect in Berks County PA
January 2, 2013

HOW DO I LOCATE THE PARCEL I.D. NUMBER?

Search available at: <https://www.berkspa.gov/departments/assessment> (instructions below)

Beginning on January 2, 2013, all real estate related documents recorded in the Berks County Recorder of Deeds Office are required by County Ordinance No. 07- 2012 to have the property **Parcel I.D. number** affixed to the document. The Recorder's office will verify the **Parcel I.D. number** prior to recording. If the number is not on the document or is not valid, the document will be rejected.

The fee for verification of Parcel I.D. number will be \$15.00 per document, per parcel.

Placement of Parcel I.D. Number

The **Parcel I.D. number** must be typed without dashes or other punctuation within the first four inches of the first page or cover page of each document along with the physical address of the parcel. **The Parcel I.D.** number may be obtained using the Berks County Assessment Parcel

Please note we are asking for the **Parcel I.D. Number**, not the Account, Label point, or Map PIN numbers.

Please continue to scroll down through all the instructions to locate the Parcel I.D. Number

STEP #1: Go to the Berks County Assessment Office Homepage

<https://www.berkspa.gov/departments/assessment>

The screenshot shows the homepage of the Berks County Assessment Office. On the left is a navigation menu with links for Assessment Home, FAQs, Forms, STBE Reports, and Contact Information. The main content area features a welcome message, a mission statement, and a list of announcements and services. The announcements section includes a notice about the modification of the annual appeal period to June 15 - August 1, 2025. The services section highlights three programs: Homestead / Farmstead Tax Relief Program, Act 319 Clean and Green, and Parcel Search. Each service has a corresponding image and a brief description.

Assessment Home
FAQs
Forms
STBE Reports

Contact Information
[Email Us](#)

Address:
Assessment Office
Berks County Services Center, 3rd Floor
633 Court Street
Reading, PA 19601
Phone: 610-478-6262
Fax: 610-478-6261
Hours:
Monday through Friday
8:00 am to 5:00 pm

Welcome To The Berks County Assessment Office

Mission Statement
The mission of the Real Estate Department is to maintain the quality of services that are offered to taxpayers, municipalities and school districts of Berks County. The main responsibility of the Real Estate Office is to make sure that all assessments are fair and equitable. The Assessment Office maintains ownership and assessments records for parcels within Berks County and ensures that all new construction is measured, described and assessed. The Assessment Office works with property owners, municipalities, tax collectors and school districts concerning assessments.
The Assessment Office does not issue tax bills or collect taxes. Please contact the appropriate Tax Collector for current taxes and Tax Claim for delinquent taxes.
Common Level Ratio (CLR) information, which is used when filing for an appeal, can be found on the Common Level Ratio (CLR) page. There is also an explanation of how the common level ratio (CLR) is used and a link to the State's website for more information. This common level ratio (CLR) should not be confused with the Common Level Ratio (CLR) Factor that is posted on the Recorder of Deeds website.

Announcements / Highlights
Modification of the Annual Appeal Period
January 16, 2025: Berks County Commissioners authorize the modification of the Annual Assessment Appeal period to be June 15 - August 1.
[Read More](#)

Programs and Services

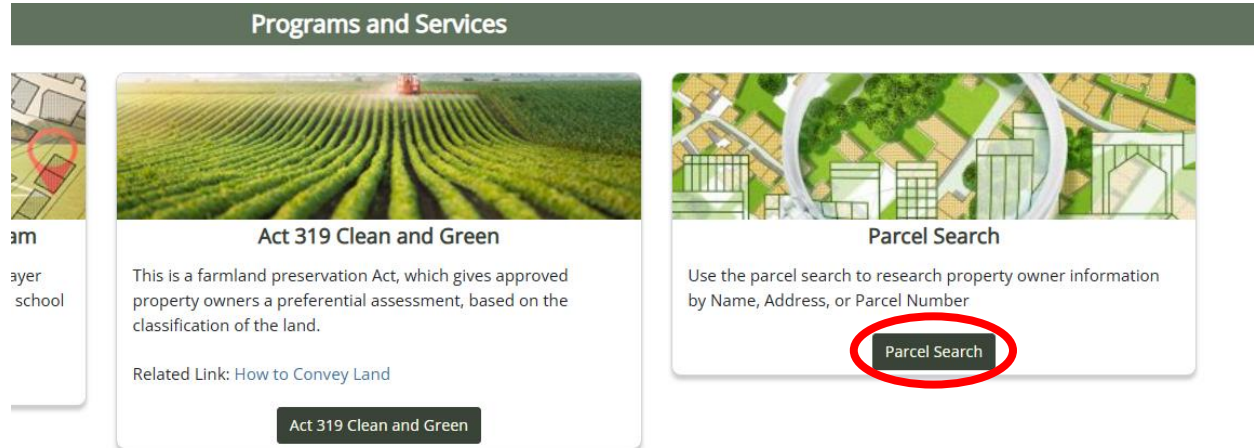
Homestead / Farmstead Tax Relief Program
The Homestead / Farmstead Tax Relief Program is a taxpayer relief dollar amount which is subtracted directly from the school real estate tax bill.
[Homestead/Farmstead Program](#)

Act 319 Clean and Green
This is a farmland preservation Act, which gives approved property owners a preferential assessment, based on the classification of the land.
Related Link: [How to Convey Land](#)

Parcel Search
Use the parcel search to research property owner information by Name, Address, or Parcel Number
[Parcel Search](#)

STEP #2: Click on the Parcel Search

Programs and Services



The screenshot shows a navigation menu on the left with 'am', 'ayer', and 'school'. The main content area has two cards. The first card is titled 'Act 319 Clean and Green' and describes a farmland preservation act. The second card is titled 'Parcel Search' and instructs users to use the search to research property owner information. A 'Parcel Search' button is circled in red on the second card.

STEP #3: Find the Parcel by Owner Name or Location



The screenshot shows the County of Berks logo and the title 'COUNTY OF BERKS PENNSYLVANIA'. Below the logo are 'Home' and 'Map' links. The main heading is 'Assessment Parcel Search'. On the left, there are four search options: 'Owner Name', 'Property ID', 'Map PIN', and 'Site Location'. 'Owner Name' and 'Site Location' are circled in red. The main content area says 'Parcel Search Home Page' and 'Choose one of the options on the Left to begin searching.'

STEP #4: Note the **Property ID** in the search results (ranges from 14 to 17 digits)



The screenshot shows the same County of Berks logo and title. Below the logo are 'Home' and 'Map' links. The main heading is 'Assessment Parcel Search'. On the left, there are four search options: 'Owner Name', 'Property ID', 'Map PIN', and 'Site Location'. The main content area says 'Search Results' and displays a table with the following data:

Name	Location	Municipality	Property ID	Map PIN	
BERKS COUNTY % COUNTY TREASURERS OFFICE	633 COURT ST	READING	07530784808607	530784808607	Details <input type="button" value="Map"/>

The 'Property ID' '07530784808607' is circled in red, and a red checkmark is placed above it.