

Bergen County, New Jersey

US Postal Service Delivery

Attn: Real Estate Recording
Bergen County Clerk
One Bergen County Plaza, Room 110
Hackensack, NJ 07601

PHONE: 201-336-7007

Courier Delivery

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One Bergen County Plaza, Room 110
Hackensack, NJ 07601

FAX: Not available

MAKE CHECKS PAYABLE TO: Bergen County Clerk

Cashier's Check/Money Order: Required for payments of \$100.00 or more.

BASIC RECORDING FEES

Deed	\$40.00 for the first page
Mortgage	\$30.00 for the first page
Amendment/Modification	\$40.00 for the first page
Assignment	\$40.00 for the first page
Discharge/Release	\$40.00 for the first page (see note 1)

ADDITIONAL RECORDING FEES:

Additional pages and attachments	\$10.00 per additional page
Indexing fee	\$6.00 per name after the first five
Multiple assignments or releases	\$10.00 per reference after first

RECORDING FEE NOTES:

1. A mortgage may be canceled on the original recorded document rather than using a separate discharge instrument for a flat fee of \$20.00 each.

TRANSFER AND FINANCING FEES/TAXES:

Deed Transfer Tax Rate Varies per \$500 or fraction thereof of value

Tax rates apply to transactions on or after August 1, 2004; new "mansion" tax added. Calculators include new rates, except special rates for certain classes of citizens and property. Nonresident sellers pay tax estimates. See state summary.

SEARCHES, COPIES AND CERTIFICATION:

This office does not perform any searches of real estate records.

Copies made by office	\$2.00 per page
Certification (in addition to copy fees)	\$10.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page.
- This office does not provide Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are not accepted.
- Originals of real estate documents are always returned after recording.
- Do not send a return envelope.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Lien Index
- Index for Mortgages: Lien Index
- Common document errors include incorrect fee, names and titles not typed beneath signatures, incomplete notarial certificate, improper notarial certificate (out-of-state preparers), return-to missing, or illegible document.
- This office reports a document turnaround time of 5 days

LEGAL DESCRIPTION:

Legal description required only with deeds and mortgages (trust deeds).

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Kathleen A Donovan, County Clerk
Other officials: Angelo E Penque', Deputy Clerk