

# Middlesex County, New Jersey

**US Postal Service Delivery**  
Attn: Real Estate Recording  
Middlesex County Clerk  
P.O. Box 1110  
New Brunswick, NJ 08903

**Courier Delivery**  
Attn: Real Estate Recording  
Middlesex County Clerk  
75 Bayard St., 4th Floor  
New Brunswick, NJ 08903

**PHONE:** 732-745-3204

**FAX:** Not available

**INTERNET:** <http://mcrecords.co.middlesex.nj.us>

**MAKE CHECKS PAYABLE TO:** Middlesex County Clerk

Cashier's Check/Money Order: Not required.

## **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
Pages larger than 8 1/2" by 14"	.....	\$10.00 per page

## **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 accepted.
- Originals of real estate documents are always returned after recording.
- A self addressed stamped return envelope of the proper size is requested.
- In subsequent related documents, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- 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 6-8 weeks
- Most recent annual document volume reported by this office: 22999

## **LEGAL DESCRIPTION:**

Legal description required with all real estate instruments to be recorded.

## **PARCEL IDENTIFICATION NUMBERS:**

Not required.

## **ON-LINE SEARCHING:**

None

## **RECORDING OFFICE STAFF**

Head official: Elaine M Flynn, County Clerk  
Other officials: Susan Coakley, Chief Clerk  
Barbara Simonelli, Data Control Clerk  
Dawn Raffa, Principal Data Control Clerk