

Monmouth County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Monmouth County Clerk
P.O. Box 1251
Freehold, NJ 07728

Courier Delivery
Attn: Real Estate Recording
Monmouth County Clerk
33 Mechanic St.
Freehold, NJ 07728

PHONE: 732-431-7321

FAX: 732-761-9371

INTERNET: <http://www.visitmonmouth.com>

MAKE CHECKS PAYABLE TO: Monmouth County Clerk

Cashier's Check/Money Order: Required for payment of Realty Transfer Fee and Trade Names by individual.

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 for first page, then \$1.50 per page, including copies |

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Type, book & page; Instrument # as of. Example: AM 762-29; OR 762 29
- This office will provide Conformed Copies. Include a self-addressed, stamped envelope for return of Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are accepted.
- Originals of real estate documents are always returned after recording.
- Do not send a return envelope.
- 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 1-2 weeks
- Most recent annual document volume reported by this office: 217096

LEGAL DESCRIPTION:

Legal description required with deeds only.

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds.

PIN Name: Tax Lot & Block

PIN Format example: Block & Lot

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: M Claire French, County Clerk

Other officials: Felicia Santaniello, Deputy County Clerk