

Sussex County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Sussex County Clerk
Hall of Records
83 Spring St., Suite 304
Newton, NJ 07860

PHONE: 973-579-0900

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

MAKE CHECKS PAYABLE TO: Sussex County Clerk

Cashier's Check/Money Order: Required for large fee payments.

Courier Delivery
Attn: Real Estate Recording
Sussex County Clerk
Hall of Records
83 Spring St., Suite 304
Newton, NJ 07860

FAX: 973-383-7493

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 (see note 2)
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"	Not Accepted

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.
2. Add \$10.00 if a mortgage document is only one page long for the back of page, which is for future cancellation.
3. Limit blanket assignments/releases to 25 per instrument.

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 r 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)	\$5.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Docket #.
- This office will provide Conformed Copies. No additional fee if filer provides copy. 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.
- A self addressed stamped return envelope of the proper size is requested.
- In subsequent related documents, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Grantor/Mortgagor
- Index for Mortgages: Grantee/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 week
- Most recent annual document volume reported by this office: 71798

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on all real estate documents to be recorded.

PIN Name: Lot & Block

PIN Format example: Tax Block & Lot

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Erma Gormley, County Clerk
Other officials: Brian McNeilly, Deputy County Clerk
Susan Geimer, Special Deputy
Lorna Phipps, Principal Docketing Clerk
Clarice Edison, Principal Index Clerk