

Union County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Union County Clerk
2 Broad Street
Courthouse, Room 115
Elizabeth, NJ 07207

PHONE: 908-527-4787

INTERNET: <http://www.unioncountynj.org>

MAKE CHECKS PAYABLE TO: Union County Clerk

Cashier's Check/Money Order: Required for fees of \$10,000 or more.

Courier Delivery
Attn: Real Estate Recording
Union County Clerk
2 Broad Street
Courthouse, Room 115
Elizabeth, NJ 07207

FAX: 908-558-2589

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

ADDITIONAL RECORDING FEES:

Additional pages and attachments	\$10.00 per additional page
Indexing fee	\$6.00 per name after the first five
References to previously recorded document	\$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)	\$6.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page. Example: Book 1234, page 350 12345
- This office will provide Conformed Copies. No additional fee. 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, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- A second office, which only provides passports, is located at Union County Annex, Veneri Bldg., 300 North Ave., Westfield, NJ 07090 (908-654-9859).
- Block and lot number is required on deeds.
- 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: 241000

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on some or all real estate documents.

PIN Name: Block & Lot #

PIN Format example: xxxx-xxxx

PIN Note: Deeds require Block & Lot #.

ON-LINE SEARCHING:

www.unioncountynj.org or www.clerk.unioncountynj.org/ucpa/docindex

RECORDING OFFICE STAFF

Head official: Joanne Rajoppi, Clerk

Other officials: Alan Falcone (afalcone@unioncountynj.org), Deputy Clerk