

Atlantic County, New Jersey

US Postal Service Delivery

Attn: Real Estate Recording
Atlantic County Clerk
5901 Main Street
Courthouse-CN 2005
Mays Landing, NJ 08330-1797

PHONE: 609-625-4011

Courier Delivery

Attn: Real Estate Recording
Atlantic County Clerk
5901 Main Street
Courthouse-CN 2005
Mays Landing, NJ 08330

FAX: 609-625-4738

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

MAKE CHECKS PAYABLE TO: Atlantic 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
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 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; Instrument # as of 3/1/2000.
- This office does not 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, include references (book/page, doc#, etc.) to all prior related documents.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Mortgagor/Mortgagee
- A second office is located at 1333 Atlantic Ave., Atlantic City, NJ 08401. It is open 8:30-4:30 weekdays.
- 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 10 days
- Most recent annual document volume reported by this office: 145000

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds, mortgages.

PIN Name: Block & Lot Numbers

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Michael J Garvin, County Clerk
Other officials: Peggy LaMaina, Deputy County Clerk