

Gloucester County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Gloucester County Clerk
P.O. Box 129
Woodbury, NJ 08096-0129

Courier Delivery
Attn: Real Estate Recording
Gloucester County Clerk
1 North Broad St.
West Stafford, NJ 08096

PHONE: 856-853-3237

FAX: 856-853-3327

INTERNET: <http://www.co.gloucester.nj.us>

MAKE CHECKS PAYABLE TO: Gloucester County Clerk

Cashier's Check/Money Order: Required for large payments and for Trade Names.

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. If the mortgage has been rerecorded, the fee is \$40.00.
2. When canceling a mortgage recorded after the year 2000, include the Gloucester County Recording Data Page that was returned with your original mortgage documents.

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)	\$2.00 per document

DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Docket #, BOK & 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
- 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 4-5 weeks*
- Most recent annual document volume reported by this office: 111874

LEGAL DESCRIPTION:

Legal description required with deeds only.

PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds.

PIN Format example: Block & Lot

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: James N Hogan, County Clerk
Other officials: Etta Jane Heiser, Deputy County Clerk
Carrie Huesser, Supervising Index Clerk
Gladys Fields, Principal Index Clerk
Joan Maloney, Clerk/Typist