

# 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.

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## **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