

# Passaic County, New Jersey

**US Postal Service Delivery**  
Attn: Real Estate Recording  
Passaic County Clerk/Registry Division  
401 Grand St., Room 113  
Paterson, NJ 07505

**Courier Delivery**  
Attn: Real Estate Recording  
Passaic County Clerk/Registry Division  
401 Grand St., Room 113  
Paterson, NJ 07505

**PHONE:** 973-881-4777

**FAX:** 973-434-2509

**MAKE CHECKS PAYABLE TO:** Passaic County Register of Deeds

Cashier's Check/Money Order: For payments in excess of \$10000.00.

## 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.
2. Add \$10.00 processing fee to any document to be re-recorded.

## 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) ..... \$8.00 per document

## DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & 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.
- Do not send a return envelope.
- 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
- 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

## LEGAL DESCRIPTION:

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

## PARCEL IDENTIFICATION NUMBERS:

Not required.  
PIN Format example: Lot & Block #

## ON-LINE SEARCHING:

None

## RECORDING OFFICE STAFF

Head official: Karen Brown, County Clerk/ROD