

Salem County, New Jersey

US Postal Service Delivery
Attn: Real Estate Recording
Salem County Clerk
92 Market Street
Salem, NJ 08079-1911

Courier Delivery
Attn: Real Estate Recording
Salem County Clerk
92 Market Street
Salem, NJ 08079

PHONE: 856-935-7510

FAX: 856-935-8882

MAKE CHECKS PAYABLE TO: Salem 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
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.

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.
- This office does not provide Conformed Copies.
- Blanket assignments are accepted.
- Blanket releases are not accepted.
- Originals of real estate documents are always returned after recording.
- A self addressed stamped return envelope of the proper size is required.
- In subsequent related documents, only reference (book/page, doc#, etc.) to the original document is required.
- Index for Deeds: Grantor/Grantee
- Index for Mortgages: Grantor/Grantee
- 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 2-3 days
- Most recent annual document volume reported by this office: 20082

LEGAL DESCRIPTION:

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

PARCEL IDENTIFICATION NUMBERS:

Not required.

ON-LINE SEARCHING:

None

RECORDING OFFICE STAFF

Head official: Gilda T Gill, County Clerk
Other officials: Candy Crane, Office Manager