

# Somerset County, New Jersey

**US Postal Service Delivery**  
Attn: Real Estate Recording  
Somerset County Clerk  
P.O. Box 3000  
Somerville, NJ 08876

**Courier Delivery**  
Attn: Real Estate Recording  
Somerset County Clerk  
20 Grove St.  
Administration Building  
Somerville, NJ 08876

**PHONE:** 908-231-7006

**FAX:** 908-253-8853

**INTERNET:** <http://www.co.somerset.nj.us>

**MAKE CHECKS PAYABLE TO:** Somerset 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"	.....	Not Accepted

## 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)	.....	\$2.00 per document

## DOCUMENTATION/RECORDING NOTES:

- Document numbering system: Book & Page & Instrument #.
- 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 required.
- 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 5 days
- Most recent annual document volume reported by this office: 106861

## LEGAL DESCRIPTION:

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

## PARCEL IDENTIFICATION NUMBERS:

PIN required on deeds, mortgages.

PIN Name: Tax Block & Lot #'s

PIN Format example: Tax Block & Lot #'s

## ON-LINE SEARCHING:

[www.co.somerset.nj.us](http://www.co.somerset.nj.us)

## RECORDING OFFICE STAFF

Head official: Brett A Radi, County Clerk

Other officials: Roseann Brown, Deputy Clerk