

**COUNTY of CAPE MAY**  
**RITA MARIE FULGINITI, COUNTY CLERK**  
**DIANA L. HEVENER**  
*DEPUTY COUNTY CLERK*



*Location:*  
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Cape May Court House  
New Jersey 08210-5000

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*Mailing Address:*  
P.O. Box 5000  
Cape May Court House  
New Jersey 08210-5000

## **2017 UPDATE REGARDING RECORDING REQUIREMENTS AND FEES**

### **Cover Sheet or Electronic Synopsis Requirement Effective May 1, 2017**

In compliance with P.L. 2011, c. 217 (NJSA 46:26A-5) a cover sheet or an electronic synopsis will be required with all land documents submitted for recording. This requirement becomes effective on May 1, 2017.

For customers who record documents in hard copy format via U.S. Mail, express, courier or over the counter - a cover sheet is required. Here is a link to a PDF fillable cover sheet which may be used with your hard copy documents submitted for recording:

<http://www.capemaycountynj.gov/920/Document-Recording>

**Please make sure that your documents are submitted with a cover sheet after May 1, 2017.**

### **\$20.00 Additional Fee Will Be Charged for Documents Submitted Without a Cover Sheet**

NJSA 46:26A-5(c) provides if no electronic synopsis or cover sheet is included an additional fee of \$20- for the cost of indexing the document is charged.

**Escrow Account Customers** who submit land documents after May 1, 2017 without the required cover sheet will have their recording accounts debited the additional \$20.00 fee per document.

**Customers paying by check** who submit land documents after May 1, 2017 without the required cover sheet or fee will have their unrecorded documents returned with a letter requesting the additional fee.

### **eRecording Customers are Compliant with the Cover Sheet/Electronic Synopsis Requirement**

For those customers who electronically record documents a cover sheet/electronic synopsis is an integrated part of the document submitted. There is no further requirement for customers who eRecord. If you are not currently an eRecording customer and you would like to register for an eRecording Account go to <http://www1.njcountyrecording.com/njcr/Account/Home.aspx>.

**Please note:** For hard copy recordings the cover sheet counts as a page and your recording fee will need to be adjusted accordingly. There will be no additional charge for the cover sheet attached to filed and flat fee documents such as Notices of Settlement, UCCs and (original) mortgages endorsed for cancellation.

There is no additional fee for the electronic synopsis attached to eRecorded documents.

**Fee Increases Effective February 1, 2017**

**Homelessness Trust Fund \$3.00 per document**

In December 2016 the Board of Chosen Freeholders established the County Homelessness Trust Fund pursuant to P.L. 2009, Chapter 123. This fee will fund programs to aid the homeless in Cape May County. **On most recorded documents the County Clerk collects \$3.00 per document additional recording fee for the County Homelessness Trust Fund.** Included here is our updated fee list, including those documents which will incur the additional \$3.00 recording fee.

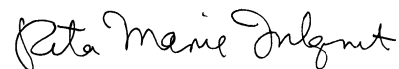
**eRecording Convenience Fee \$2.00 per document eRecorded**

In December 2016 the Board of Chosen Freeholders adopted an eRecording Convenience fee assessing \$2.00 per each document electronically recorded in the County Clerk's Office. The fee will fund the maintenance and upgrades to the systems which support electronic recording for our customers. **On all eRecorded documents the County Clerk collects \$2.00 per document additional recording fee.**

**Fee Update for Condominium Liens and Discharges now known as Assessment Liens**

Since February 1, 2017 Condominium Liens and Discharges are being processed as recorded documents with regular recording fees (including noting on the discharges) conforming with statewide practice. These documents are now known as **Assessment Liens for Condominium or Homeowner Association.**

Sincerely,



Rita Marie Fulginiti  
County Clerk

*April 20, 2017*



# CAPE MAY COUNTY CLERK FEE SCHEDULE

Changes Effective  
February 1, 2017

**RITA MARIE FULGINITI, County Clerk**

7 N. Main Street, P.O. Box 5000  
Cape May Court House NJ 08210-5000  
609-465-1010 phone 609-465-8625 fax  
[www.capemaycountyclerk.com](http://www.capemaycountyclerk.com)

## FEE DESCRIPTIONS AND RATES FOR RECORDED INSTRUMENTS

### **Regular recording fee:**

\$30.00 first page of document (front) *the required cover sheet counts as a recorded page* plus  
\$10.00 each additional recorded page –

### **Homelessness Trust Fund:**

\$3.00 per instrument pursuant to P.L. 2009 Ch. 123. Fee applies to most recorded instruments.

### **Noting fee:**

\$10.00 per instrument (book and page or citation). Fee is to link instruments on record.

### **Names fee:**

\$6.00 per name, beginning with the sixth name pursuant to NJSA 22A:4-4.

### **Abstracting fee:**

\$10.00 per instrument. Fee is to notify the Tax Assessor of the transfer. Fee applies to deeds and land transfer documents including certain court orders.

### **Cancelation fee (Mortgage or Tax Sale Certificate):**

\$20.00 per instrument

### **Map fee:**

\$55.00 per set of two identical 4 mil mylar sheets.

### **NJ Realty Transfer fee:**

NJ Realty Transfer fee is payable to the County Clerk upon the recording of a deed. Regulations and forms:

<http://www.state.nj.us/treasury/taxation/lpt/rtffags.shtml>

Chart showing the fee for transfers under \$350,000-:

<http://www.state.nj.us/treasury/taxation/pdf/lpt/feeschedunder350.pdf>

Chart showing the fee for transfers over \$350,000-:

<http://www.state.nj.us/treasury/taxation/pdf/lpt/feeschedover350.pdf>

### **NJ Gross Income Tax:**

A NJ Gross Income Tax form is required with the recording of a deed. An estimated tax payment or waiver form is required from out of state sellers. Link to regulations and forms:

<http://www.state.nj.us/treasury/taxation/gitrepfags.shtml>

# FEE SCHEDULE FOR RECORDED INSTRUMENTS

## **AGREEMENT (General)**

### **ASSIGNMENT (General)**

### **DISCHARGE (General)**

### **RELEASE (General)**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Noting fee / If applicable, Names fee

## **ASSESSMENT LIEN FOR CONDOMINIUM OR**

### **HOMEOWNER ASSOCIATION**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Names fee

## **ASSESSMENT LIEN DISCHARGE FOR CONDOMINIUM OR HOMEOWNER ASSOCIATION ASSESSMENT LIEN AMENDMENT FOR CONDOMINIUM OR HOMEOWNER ASSOCIATION**

Regular recording fee

Homelessness Trust Fund \$3.00

Noting fee \$10.00 / If applicable, Names fee

## **BANK MERGER OR NAME CHANGE**

First page \$25, additional \$5

Homelessness Trust Fund \$3.00

If applicable, Names fee

## **CAFRA PERMIT (NJ Department of Environmental Protection Coastal Area Facility Review Act)**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Names fee

## **COURT ORDER**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Noting fee / If applicable, Names fee

## **COVENANTS AND RESTRICTIONS**

Regular recording fee

Homelessness Trust Fund \$3.00

Abstracting fee \$10.00 / If applicable, Names fee

## **DEED**

Regular recording fee (**Note:** count RTF and GIT tax forms front, not instructions)

Homelessness Trust Fund \$3.00

Abstracting fee \$10.00

If applicable, Names fee

NJ Realty Transfer (RTF) fee requirements and NJ Gross Income Tax requirements

## **EASEMENT**

Regular recording fee

Homelessness Trust Fund \$3.00

Abstracting fee \$10.00

If applicable, Names fee

## **JUDGMENT**

Regular recording fee

Homelessness Trust Fund \$3.00

Abstracting fee \$10.00

If applicable, Noting fee / If applicable, Names fee

## **GENERAL PERMIT (NJ Army Corps of Engineers)**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Names fee

## **GRANT (Tidelands)**

Regular recording fee

Homelessness Trust Fund \$3.00

Abstracting fee \$10.00

If applicable, Names fee

## **LEASE 2 – 98 years**

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Names fee

## **LEASE ASSIGNMENT**

Regular recording fee

Homelessness Trust Fund \$3.00

Noting fee \$10.00 / If applicable, Names fee

## **LIS PENDENS – Recorded**

(see filed Lis Pendens when object is foreclosure)

Regular recording fee

Homelessness Trust Fund \$3.00

If applicable, Names fee

**LIS PENDENS DISCHARGE – Recorded**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Noting fee \$10.00 / If applicable, Names fee

**MASTER DEED**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Abstracting fee \$10.00  
Map fee \$55.00 per set of Survey/Plans  
If applicable, Names fee

**MASTER DEED AMENDMENT**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Abstracting fee \$10.00  
Noting fee \$10.00  
If applicable, Map fee \$55.00 per set of Survey/Plans  
If applicable, Names fee

**MASTER DEED REVOCATION**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Abstracting fee \$10.00  
Noting fee \$10.00  
If applicable, Names fee

**MORTGAGE**

**COLLATERAL ASSIGNMENT OF LEASES & RENTS**

Regular recording fee  
Homelessness Trust Fund \$3.00  
If applicable, Names fee

**MORTGAGE ASSIGNMENT**

**MORTGAGE ASSUMPTION AGREEMENT**

**MORTGAGE MODIFICATION AGREEMENT**

Regular recording fee  
Noting fee \$10.00 / If applicable, Names fee

**MORTGAGE DISCHARGE**

**MORTGAGE PARTIAL RELEASE**

**MORTGAGE SUBORDINATION AGREEMENT**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Noting fee \$10.00 / If applicable, Names fee

**MORTGAGE CANCELATION**

(original instrument endorsed)  
Cancellation fee \$20.00  
Homelessness Trust Fund \$3.00  
(Total fee \$23.00)

**POWER OF ATTORNEY**

Regular recording fee  
Homelessness Trust Fund \$3.00  
If applicable, Names fee

**POWER OF ATTORNEY REVOCATION**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Noting fee \$10.00 / If applicable, Names fee

**RE-RECORDING OF RECORDED DOCUMENT**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Noting fee \$10.00  
If applicable, Abstracting fee  
If applicable, Names fee

**TAX SALE CERTIFICATE**

Regular recording fee  
Homelessness Trust Fund \$3.00  
If applicable, Names fee

**TAX SALE CERTIFICATE ASSIGNMENT**

**TAX SALE CERTIFICATE REDEMPTION**

Regular recording fee  
Homelessness Trust Fund \$3.00  
Noting fee \$10.00 / If applicable, Names fee

**TAX SALE CERTIFICATE CANCELATION**

(original instrument endorsed)  
Cancellation fee \$20.00  
Homelessness Trust Fund \$3.00  
(Total fee \$23.00)

**VACATION ORDINANCE OR STREET DEDICATION**

Regular recording fee  
Homelessness Trust Fund \$3.00  
If applicable, Names fee

**RELIGIOUS CORPORATION**

**AMENDMENT OR DISSOLUTION**

\$25  
Homelessness Trust Fund \$3.00  
If applicable, Names fee

# FEE SCHEDULE FOR FILED INSTRUMENTS

**BUSINESS TRADE NAME CERTIFICATE****PARTNERSHIP AGREEMENT**

\$50.00

\$2.00 per true copy returned

**BUSINESS TRADE NAME CERTIFICATE****DISSOLUTION**

\$25.00

**CONSTRUCTION LIEN**

\$15.00

**CONSTRUCTION LIEN AMENDMENT****CONSTRUCTION LIEN DISCHARGE****CONSTRUCTION LIEN SUBORDINATION**

\$15.00

\$5.00 per noting

**CONSTRUCTION LIEN BOND TO RELEASE**

\$25.00 plus

\$5.00 per noting

**DISCLAIMER**

\$15.00

**FEDERAL TAX LIEN****FEDERAL TAX LIEN RELEASE****FEDERAL BAIL LIEN**

\$25.00

**INHERITANCE TAX WAIVER**

\$15.00

**LIS PENDENS – Foreclosure**

*(see recorded Lis Pendens when object is not foreclosure)*

\$30.00

\$10.00 per noting

If applicable, Noting fee / If applicable, Names fee

**LIS PENDENS DISCHARGE – Foreclosure**

\$30.00

\$10.00 per noting

If applicable, Noting fee / If applicable, Names fee

**MUNICIPAL MECHANIC'S LIEN**

\$15.00

**NOTICE OF REAL ESTATE SETTLEMENT**

\$20.00 - 2 parties - contract for sale or mortgage commitment

\$40.00 – 3 parties - contract for sale and mortgage commitment

**NOTICE OF REAL ESTATE SETTLEMENT****DISCHARGE**

\$25.00

**NOTICE OF UNPAID BALANCE AND RIGHT TO FILE LIEN (NUB)**

\$15.00

**NUB AMENDMENT****NUB DISCHARGE****NUB SUBORDINATION**

\$15.00

\$5.00 per noting

**PHYSICIAN OR HOSPITAL LIEN****PHYSICIAN OR HOSPITAL LIEN DISCHARGE**

\$15.00

**SUBDIVISION MAP**

\$55.00 per set of two identical 4 mil mylar sheets

**UNIFORM COMMERCIAL CODE DOCUMENTS – All**

*Also known as Financing Statements*

\$25.00

# eRECORDING CONVENIENCE FEE

## FEE PER INSTRUMENT ELECTRONICALLY RECORDED

via [www.njcountyrecording.com](http://www.njcountyrecording.com)

\$2.00

## FEE SCHEDULE FOR SERVICES

### COPIES, CERTIFIED

\$10.00 certification

\$1.00 per page

### COPIES, MARKED TRUE COPY

\$2.00 per instrument

### COPIES, PLAIN

\$0.05 per page

### COPIES, MAP

\$5.00 24 X 36"

\$4.00 18 X 24"

\$3.00 15 X 21"

\$2.00 11 X 17"

\$1.00 8 ½ X 14"

\$2.00 Plans reduced to 8 ½ X 14"

### ELECTION DATA, LISTS AND COPIES

\$1.00 CD with data

\$0.05 per copy page

\$0.02 per label

\$0.25 per election district voter list

\$5.00 election district map

### INDEXING FEE

\$20.00 per land document submitted  
without a cover sheet

### NOTARY PUBLIC

\$15.00 Notary Public Oath

No fee Notary change of address

\$7.50 Notary change of name

\$15.00 Notary commission (in or out)

### US PASSPORT EXECUTION FEE FOR COUNTY CLERK

\$25.00 each applicant

### US PASSPORT PHOTO

\$5.00

### US PASSPORT BOOK

\$110 applicants age 16+

\$80 applicants age 15 and under

### US PASSPORT CARD

\$30.00 applicants age 16+

\$15.00 applicants age 15 and under

### US PASSPORT EXPEDITED FEES

\$60.00 to expedite processing of Passport Book or  
Passport Card

\$20.66 overnight delivery fee for Passport Book

### EXEMPT FIREFIGHTER CERTIFICATE

no fee

### VENDOR LICENSE FOR VETERAN OR EXEMPT FIREFIGHTER

No fee

### VETERAN'S HONORABLE DISCHARGE

no fee