



# CAPE MAY COUNTY CLERK FEE SCHEDULE 2019

**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) plus

\$10.00 each additional recorded page

### **Homelessness Trust Fund:**

\$5.00 per instrument pursuant to P.L. 2009 Ch. 123 (increased to \$5.00 **September 1, 2019**). 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.

### **Cancellation 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. Regulations and forms:

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

# FEE SCHEDULE FOR RECORDED INSTRUMENTS

## **AGREEMENT (General)**

## **ASSIGNMENT (General)**

## **DISCHARGE (General)**

## **RELEASE (General)**

Regular recording fee

Homelessness Trust Fund \$5.00

If applicable, Noting fee / If applicable, Names fee

## **ASSESSMENT LIEN FOR CONDOMINIUM OR**

## **HOMEOWNER ASSOCIATION**

Regular recording fee

Homelessness Trust Fund \$5.00

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 \$5.00

Noting fee \$10.00 / If applicable, Names fee

## **BANK MERGER OR NAME CHANGE**

First page \$25, additional \$5

Homelessness Trust Fund \$5.00

If applicable, Names fee

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

Regular recording fee

Homelessness Trust Fund \$5.00

If applicable, Names fee

## **COURT ORDER**

Regular recording fee

Homelessness Trust Fund \$5.00

If applicable, Noting fee / If applicable, Names fee

## **COVENANTS AND RESTRICTIONS**

Regular recording fee

Homelessness Trust Fund \$5.00

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 \$5.00

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 \$5.00

Abstracting fee \$10.00

If applicable, Names fee

## **JUDGMENT**

Regular recording fee

Homelessness Trust Fund \$5.00

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 \$5.00

If applicable, Names fee

## **GRANT (Tidelands)**

Regular recording fee

Homelessness Trust Fund \$5.00

Abstracting fee \$10.00

If applicable, Names fee

## **LEASE 2 – 98 years**

Regular recording fee

Homelessness Trust Fund \$5.00

If applicable, Names fee

## **LEASE ASSIGNMENT**

Regular recording fee

Homelessness Trust Fund \$5.00

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 \$5.00

If applicable, Names fee

**LIS PENDENS DISCHARGE – Recorded**

Regular recording fee  
Homelessness Trust Fund \$5.00  
Noting fee \$10.00 / If applicable, Names fee

**MASTER DEED**

Regular recording fee  
Homelessness Trust Fund \$5.00  
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 \$5.00  
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 \$5.00  
Abstracting fee \$10.00  
Noting fee \$10.00  
If applicable, Names fee

**MORTGAGE**

**COLLATERAL ASSIGNMENT OF LEASES & RENTS**

Regular recording fee  
Homelessness Trust Fund \$5.00  
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 \$5.00  
Noting fee \$10.00 / If applicable, Names fee

**MORTGAGE CANCELATION**

(original instrument endorsed)  
Cancellation fee \$20.00  
Homelessness Trust Fund \$5.00  
(Total fee \$25.00)

**POWER OF ATTORNEY**

Regular recording fee  
Homelessness Trust Fund \$5.00  
If applicable, Names fee

**POWER OF ATTORNEY REVOCATION**

Regular recording fee  
Homelessness Trust Fund \$5.00  
Noting fee \$10.00 / If applicable, Names fee

**RE-RECORDING OF RECORDED DOCUMENT**

Regular recording fee  
Homelessness Trust Fund \$5.00  
Noting fee \$10.00  
If applicable, Abstracting fee  
If applicable, Names fee

**TAX SALE CERTIFICATE**

Regular recording fee  
Homelessness Trust Fund \$5.00  
If applicable, Names fee

**TAX SALE CERTIFICATE ASSIGNMENT**

**TAX SALE CERTIFICATE REDEMPTION**

Regular recording fee  
Homelessness Trust Fund \$5.00  
Noting fee \$10.00 / If applicable, Names fee

**TAX SALE CERTIFICATE CANCELATION**

(original instrument endorsed)  
Cancellation fee \$20.00  
Homelessness Trust Fund \$5.00  
(Total fee \$25.00)

**VACATION ORDINANCE OR STREET DEDICATION**

Regular recording fee  
Homelessness Trust Fund \$5.00  
If applicable, Names fee

**RELIGIOUS CORPORATION**

**AMENDMENT OR DISSOLUTION**

\$25  
Homelessness Trust Fund \$5.00  
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

# 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**

\$35.00 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

\$16.48 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



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## PLEASE NOTE

- **Effective September 1, 2019 the Homelessness Trust Fund Fee increases to \$5.00**
- **A Cover Sheet is Required with Your Land Recordings:** In compliance with P.L. 2011, c. 217 (NJS 46:26A-5) a cover sheet or an electronic synopsis is required with all land documents submitted for recording. Here is a link to a PDF fillable cover sheet which may be used with hard copy documents submitted for recording:  
<http://www.capemaycountynj.gov/920/Document-Recording>.

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

NJS 46:26A-5 (c) provides if no electronic synopsis or cover sheet is included an additional fee of \$20.00 for the cost of indexing the document is charged.

Escrow Account Customers who submit land documents 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 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. 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 the recording fee will be adjusted accordingly. There is 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.