

COUNTY of CAPE MAY
RITA M. ROTHBERG, COUNTY CLERK
DIANA L. HEVENER
DEPUTY COUNTY CLERK



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CAPE MAY COUNTY CLERK FEE SCHEDULE 2021

PLEASE NOTE

A Cover Sheet is Required with Your Land Recordings: In compliance with P.L. 2011, c. 217 (NJSA 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

NJSA 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.

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, effective **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