

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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P.O. Box 5000
Cape May Court House
New Jersey 08210-5000

January 9, 2017

This NEW YEAR brings about some new changes for the customers of the Cape May County Clerk's Office.

FEE INCREASE BEGINNING FEBRUARY 1 – See reverse for an updated fee schedule.

Homelessness Trust Fund \$3.00 per document

In December 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. **Beginning February 1, 2017 the County Clerk will begin collecting \$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 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. **Beginning February 1, 2017 the County Clerk will begin collecting \$2.00 per document additional recording fee for each document electronically recorded in the County Clerk's Office.**

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

Beginning February 1 Condominium Liens and Discharges will be 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.**

PUBLIC RECORDS SEARCH

Users are enabled to modify search parameters, export search data and print non-watermarked copies of documents recorded in the County Clerk's Office. Escrow account holders will be receiving an email with updated log data to allow access to escrow account balances. For information or assistance contact Denise Carter at denise.carter@co.cape-may.nj.us or 609 465 1017.

I wish you a happy, healthy and prosperous 2017.

Sincerely,

Rita Marie Fulginiti
County Clerk



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

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:

\$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)

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

Regular recording fee

Homelessness Trust Fund \$3.00

Noting fee \$10.00 / If applicable, Names fee

BANK MERGER OR NAME CHANGE

Regular recording fee

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

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 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 AND RENTS

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

MORTGAGE ASSIGNMENT

MORTGAGE MODIFICATION AGREEMENT

MORTGAGE POSTPONEMENT 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 CANCELLATION

(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 CANCELLATION

(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

FEE SCHEDULE FOR FILED INSTRUMENTS

BUSINESS TRADE NAME CERTIFICATE

\$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

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 AND RIGHT TO FILE LIEN AMENDMENT**NUB BALANCE AND RIGHT TO FILE LIEN****DISCHARGE****NUB AND RIGHT TO FILE LIEN 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

\$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

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