

**THE OFFICE OF THE COUNTY CLERK
COUNTY OF MIDDLESEX**

**Elaine M. Flynn
Middlesex County Clerk**

**Middlesex County Clerk
County Administration Building
75 Bayard Street, P.O. Box 1110
County Clerk, 4th Floor
New Brunswick, NJ 08901**

**OPENING A RECORDING ACCOUNT WITH
THE MIDDLESEX COUNTY CLERK'S OFFICE**

1. A letter on company letterhead, signed by a principal officer, stating that you would like to open a recording account.
2. A check made out to Middlesex County Clerk.
3. Contact Maryann Miller at 732-745-8678 if you have any questions about your account.
4. You will be given a five-digit account number that must appear on all documents submitted for recording. Please place that number next to the RECORD and RETURN address on your documents.
5. There is no minimum balance required. It is your responsibility to maintain sufficient funds in your account. If documents are received by this office, and there are insufficient funds to cover the costs, the document will be returned **unrecorded**.
6. All checks that are more than \$10,000.00 must be certified or official bank cashier's check.
7. An account statement will be sent to you monthly.

Yours Sincerely
Elaine M Flynn
Middlesex County Clerk

All deposits to the recording account must be submitted separately from the documents for recording. Please send all deposits to:

**Middlesex County Clerk
Attention: Maryann Miller, Bookkeeping
P.O. Box 1110
New Brunswick, NJ 08903**

Again, if you have any questions regarding the recording account, please contact Maryann Miller at 732-745-8678