COUNTY OF MONMOUTH  
TREASURER’S OFFICE  
CLAIM FOR REFUND – REALTY TRANSFER FEE

Send Claim Form To:  Monmouth County  
Dept of Finance  
1 E Main St  
Freehold, NJ 07728  

Enclose with this signed form:  Copy of original Recorded Deed  
Copy of Re-Recorded Deed  
Copy of Cancelled Check(s)  
Copy of State Refund Claim

1.________________________________________________________________________________________  
Name of person/company who paid Realty Transfer Fee

2.________________________________________________________________________________________  
Street Address  
City  
State  
Zip

3. Deed Grantor_____________________________________ Deed Grantee______________________________________  
Recorded Date_____________________ County______________________ Book_________ Page__________Instrument #_______________

4. Total RTF paid $______________________________ Amount of refund requested $___________________________

5. Reason(s) for claiming refund:  
(a) Deed is exempt from County portion of Basic Fee, Additional Fee, Supplemental Fee or General Purpose Fee for the following reason:  
________________________________________________________________________________________________________________________  
________________________________________________________________________________________________________________________  
________________________________________________________________________________________________________________________  

(b) Deed “Consideration” should be $_____________________________ instead of $____________________ as stated in original recording.  
(c) Other reason(s):  
________________________________________________________________________________________________________________________  
________________________________________________________________________________________________________________________  
________________________________________________________________________________________________________________________  

6. A separate refund claim for the State portion of the Realty Transfer Fee has been made and a copy of same is attached.

7. Name, address and telephone number of person or legal representative to whom the refund is to be forwarded:  
___________________________________________________________________  
___________________________________________________________________  
___________________________________________________________________  
___________________________________________________________________

This certifies that I have paid the Realty Transfer Fee and that I am entitled to claim the refund.

_____________________________________________________
Date                                            Sign Name

_____________________________________________________
Print Name
Directions for claiming refund from New Jersey State for overpayment of Realty Transfer Fees


2. Send completed RTF-3, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:
   
   Realty Transfer Fee  
   Division of Taxation 
   PO Box 251 
   Trenton, NJ 08695-0251

Directions for claiming refund from Monmouth County Treasurer for overpayment of Realty Transfer Fees

1. Complete RTF-Refund MC form which may be obtained from the Monmouth County Clerk’s office or from these county web-sites  
   www.visitmonmouth.nj.us/clerk or www.oprs.co.monmouth.nj.us or www.njcountyrecording.com

2. Send completed Refund form along with copy of completed RTF-3 used to obtain state refund, copy(s) of recorded and re-recorded deed(s) proving overpayment, and copy(s) of cancelled checks (both sides) to:

   Monmouth County  
   Attn: Finance Department  
   1 East Main St, 3rd floor  
   Freehold, NJ 07728