
RECORDING REQUIREMENTS:

- 1 – All personal checks must have a name and telephone number.
 - 2 – All papers presented for filing or recording must be legible or otherwise suitable for copying or recording by the scanning process.
 - 3 – All recordings not being returned to a box in our office **MUST** include a self addressed **stamped** envelope
 - 4- Notations must be clearly stated on the instrument.
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RECORDING FEES:**Mortgage**

First Page	\$50.00
Each additional page	5.00
Notations	0.50
Mortgage Tax	
Basic Tax	½ %
Special Tax	¼ %
Affidavit of Exemptions (filed in duplicate)	5.00

Deed

First Page	\$50.00
Each additional page	5.00
Notations	0.50
Transfer Tax	\$6.00/per \$1000
TP-584	5.00
RP-5217 (if 7A, 7B, 7E or BOTH 7G & 8 are checked)	125.00
RP-5217 (if any other box is checked)	250.00

Discharges

First Page	\$50.00
Each additional page	5.00
Notation for first mortgage	0.50
Each additional mortgage with new money	double the fee of the first
Additional mortgages with no new money	0.50

Assignments

First Page	\$50.00
Each additional page	5.00
Notation for first mortgage	0.50
Each additional mortgage	5.50

Miscellaneous

First Page	\$ 50.00
Each additional page	5.00
Notations	0.50

for each one listed

UCC

Must be indexed to real estate, fixture filing, cooperative or timber	
UCC-1, UCC-3	\$ 40.00
UCC-11	25.00
Copies	5.00

Maps Mylar and one copy (required) \$10.00**SEARCHES:**

Each record per name – every 2 years (or portion thereof) \$5.00

JUDGMENTS:

File Transcript	\$10.00
Issue Transcript / Certificate of Disposition	5.00
Income Execution (must previously obtain form)	5.00
Property Execution	5.00
To File Satisfaction / Certificate of Disposition	No Fee

COPIES

Per page	\$0.65
To certify	Minimum 1.30
Oversized map copy	per document 5.00
	11x17 5.00
	18x24 10.00
	24x36 15.00
Printed Case on Appeal	Minimum 4.00
	Maximum 30.00
Exemplified	15.00

BUSINESS CERTIFICATES

Filing Fee	\$25.00
Amend	25.00
Discontinue	No fee

LIENS:

Building Loan Agreement	\$25.00
Notice of Lending	15.00
Mechanics Lien	15.00
Affidavits of Service (for Mechanics Lien)	5.00

