



## Administrative Recording Requirements

### State of New Jersey

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 21 counties / Register of Deeds & Mortgages

**Required Documents:** **Affidavit of Consideration or Exemption or Partial Exemption**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/lpt/rtfexempt.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtfexempt.pdf)  
**Affidavit of Consideration for Use by Buyers**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/lpt/rtflee.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtflee.pdf)  
**Seller's Residency Certification/Exemption**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/tgi-ee/gitrep3.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/tgi-ee/gitrep3.pdf)  
New Jersey Forms can be downloaded from the following website:  
<http://njrecording.com/>

**Required Statement:** "Prepared by" name, address, and phone number. Must also include signature on first page

#### Formatting of Documents:

No format specified by statute  
Most counties prefer 8 1/2 x 14  
Some counties will reject documents that are not legible for duplication  
Do not include driver's license and social security numbers in documents

#### Legal Description:

Required for all documents and must include block & lot numbers. Parcel numbers are not acceptable

The first sentence of the property description needs to include the names of all municipalities that the property is located in.  
Include tax map reference on all deeds

#### Other Requirements:

All signatures must include the name typed, printed or stamped underneath.  
All corporate officer titles must also be typed underneath signatures  
Grantee or mortgagee mailing address is required on first page

Notary certificate must include date, state, county, expiration date, and sell. NJ attorney's must notate NJ Attorney at Law.  
All deeds must include the amount of consideration and the assumed mortgage balance.  
Properties over \$ 1 million must include a property class.  
All names and signatures must match and be consistent throughout all documents.  
Some counties require a self-addressed stamped envelope  
Re-records require reason listed at top of document  
Transfer Tax is payable via Certified check (unless noted below)

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 week - 2 months

#### New Jersey County Specifics

**Camden County** For AKAs, person must sign under both names

**Essex County** Will not record death certificates

Release of Construction liens are mailed County Clerk Office, PO Box 690, Newark, NJ 07101-0690 with check payable to Essex County Clerk

**Hudson County**

Charges additional fee for re-records

**Mercer County**

Properties in East Windsor Township require a copy of the recorded deed, along with \$ 25 payable to East Windsor Township sent to: East Windsor Township Tax Clerk, 16 Lanning Blvd, East Windsor, NJ 08520-1999

**Monmouth County**

Discharge of Mortgages require reference to original mortgage or certified copy attached

**Ocean County**

Cover Letter required

**Sussex County**

Transfer Tax payable by Cashier's Check