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RECORDING DIVISION

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IMPORTANT RECORDING NOTICE
MANDATORY COVER SHEET – EFFECTIVE MAY 1, 2017

In compliance with P.L. 2011, c.217 (N.J.S.A. 46:26A-5) our office must require a cover sheet with each individual land document submitted for recording effective Monday, May 1, 2017.

If you submit land documents to our office for recording via U.S. Mail, Express Mail, Courier Service or in person over the counter, or electronically through our e-recording vendor, a Cover Sheet is required.

For your convenience, a user-friendly on-line PDF Cover Sheet Form, that you can easily fill in on any personal computer and print out or save, is available at clerk.ucnj.org, our property search website. Also enclosed with this notice is a paper version of the Cover Sheet, which you may reproduce as necessary. Whatever method you opt to select to access the Cover Sheet, it must be completed in its entirety by you and attached with each individual land document for recording.

Please be advised that the Cover Sheet counts as a page in calculating the Recording Fee.

If you submit a land document without the Cover Sheet and do not include a \$20 additional, statutory fee for the cost of indexing the document, your document will be rejected and returned to you. You can resubmit the document with either the Cover Sheet and additional \$10 page fee or an additional \$20 indexing fee. Property documents which are filed and only charged a flat fee will not be charged the additional \$10 cover page fee. A \$20 indexing fee, however, will be assessed for failure to include the cover page.

ALL LAND DOCUMENTS RECEIVED IN OUR OFFICE FOR RECORDING ON MAY 1, 2017 MUST HAVE THE COVER SHEET! Documents received by clients with escrow accounts will have their documents recorded and their account will be debited the \$20 indexing fee.

The Union County Clerk's current e-recording vendor, Corporation Service Company (CSC) is currently working to automate the cover sheet process. In the meantime, kindly complete and attach the Cover Sheet to your document prior to submission. If you are interested in becoming an e-record customer, visit our website, clerk.ucnj.org, for information.

Thank you in advance for your cooperation in complying with this new State law. If you require assistance, call our office at 908-527-4787.