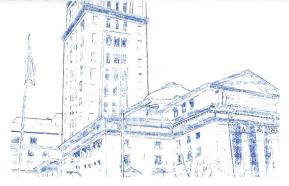
JOANNE RAJOPPI UNION COUNTY CLERK (908) 527-4787 FAX (908) 558-2589

NICOLE L. DiRADO DEPUTY CLERK (908) 527-4786



BUSINESS DIVISION

(908) 527-4966 (908) 527-4967 FAX (908) 558-2673

ELECTIONS DIVISION

(908) 527-4996 FAX (908) 558-3592

RECORDING DIVISION (908) 527-4787

COUNTY OF UNION OFFICE OF THE COUNTY CLERK

2 BROAD STREET ELIZABETH, NEW JERSEY 07207

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 <u>clerk.ucnj.org</u>, 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, <u>clerk.ucnj.org</u>, 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.

jrajoppi@ucnj.org

Joanne Rajoppi, Union County Clerk Union County, New Jersey Recording Data Cover Page Pursuant to N.J.S.A. 46:26A-5 DATE OF DOCUMENT	Official Use Only: Recording Label
First Party Name	SECOND PARTY NAME
Additional First Parties	Additional Second Parties

THE FOLLOWING SECTION IS REQUIRED FOR DEEDS ONLY		
LOT		
CONSIDERATION		
MAILING ADDRESS OF GRANTEE		

	ON IS FOR ORIGINAL MORTGAGE BOOKING & PAGING INFORMATION FOR ASES, DISCHARGES & OTHER ORIGINAL MORTGAGE AGREEMENTS ONLY
Original Book	ORIGINAL PAGE
UN	ION COUNTY, NEW JERSEY RECORDING DATA PAGE
	This cover page is for use in Union County, New Jersey only.
D	ease do not detach this page from the original document as it

Please do not detach this page from the original document as it contains important recording information and is part of the

permanent record. Forms available at clerk.ucnj.org