RECORDING CHECKLIST

*BEFORE sending your documents, please review these common errors and make corrections to avoid having your documents rejected and returned to you.

FEE ERRORS

CHECK NOT ENCLOSED

CHECK NOT SIGNED

CHECK MUST BE MADE PAYABLE TO "HUDSON COUNTY REGISTER"

CHECK MUST BE MADE PAYABLE TO "STATE OF NEW JERSEY" FOR NON-RESIDENTS

$10.00 FEE FOR EACH ADDITIONAL MARGINAL NOTATION

$6.00 EACH ADDITIONAL NAME WHEN INDEXING ANY RECORDED INSTRUMENTS IN EXCESS OF 5 NAMES

$20.00 INDEXING FEE FOR MISSING COVER PAGE

REALTY TRANSFER FEE APPLIES WHEN TRANSFER OF PROPERTY PURSUANT TO DIVORCE DECREE IS NOT RECORDED WITHIN 90 DAYS

INCORRECT RECORDING FEES WERE ENCLOSED PLEASE SUBMIT

MISSING INFORMATION

AFFIDAVIT NOT COMPLETE

AFFIDAVIT NOT ENCLOSED

AFFIDAVIT NOT SIGNED

COVER PAGE NOT INCLUDED

DOCUMENT MISSING DATE

DOCUMENT MISSING SIGNATURES

DOCUMENT NOT SIGNED

DOCUMENT NOT ACKNOWLEDGED

INSUFFICIENT ACKNOWLEDGEMENT

LAST 3 DIGITS OF SOCIAL SECURITY NUMBER MUST BE INCLUDED ON SELLER'S AFFIDAVIT

MISSING ADDRESS OR ADDRESSES ON NOTICE OF SETTLEMENT

MISSING BOOK AND PAGE REFERENCE OF ORIGINAL DOCUMENT

MISSING LEGAL DESCRIPTION OF PROPERTY

MISSING SELLER'S RESIDENCY CERTIFICATION OR NON-RESIDENT FORM

MORTGAGE CANCELLATION INCOMPLETE

NAMES MUST BE TYPED, PRINTED OR STAMPED DIRECTLY BENEATH SIGNATURE

PLEASE CHECK BOX "NO PRIOR MORTGAGE TO WHICH PROPERTY IS SUBJECT" RTF IS DUE ON BALANCE OF OPEN MORTGAGE

UCC PARTY INFORMATION NOT COMPLETE

INCORRECT INFORMATION

INCORRECT COUNTY

INCORRECT BOOK AND PAGE REFERENCE OF ORIGINAL DOCUMENT

INCORRECT INFORMATION: INCORRECT SIGNER

NOTARY ERRORS

DOCUMENT MISSING NOTARY

NOTARY NOT LEGIBLE

NOTARY MISSING EXPIRATION DATE

NOTARY STAMP OVERLAPS PRINT

NOTARY SEAL OVERLAPS PRINT

IMAGING ERRORS

DOCUMENT DOES NOT MEET IMAGING REQUIREMENTS; HANDWRITTEN INFORMATION NOT LEGIBLE

DOCUMENT DOES NOT MEET IMAGING REQUIREMENTS; PRINT IS ILLEGIBLE

DOCUMENT DOES NOT MEET IMAGING REQUIREMENTS; PRINT IS TOO LIGHT

DOCUMENT DOES NOT MEET IMAGING REQUIREMENTS; PRINT IS TOO DARK

IMAGING ERROR: DOCUMENT IS TORN OR DAMAGED