

# Basic Recording Requirements

## DEEDS

**ALL deeds recorded in New Jersey (with the exception of Sheriff's Deeds) after AUGUST 1, 2004 must have the appropriate SELLER'S RESIDENCY FORM attached. An explanation of the different forms follows under the heading "NJ STATE GROSS INCOME TAX FORMS FOR SALE OF REAL ESTATE". Additionally deeds with a consideration over 1 million dollars must also have an Affidavit of Consideration for the Buyer with the necessary Realty Transfer Tax.**

1. Grantor's name(s), in the case of an estate the deceased's name also.
2. Grantee's name(s) and complete mailing address, including zip code.
3. Amount of consideration clearly stated in either the body of the deed, the acknowledgement, or the affidavit of consideration, plus the balance of any assumed mortgage.
4. The current tax lot and block numbers of the municipality where the property is located preceded by the words "from the current official tax map of\_\_\_\_\_."
5. Grantor(s) name typed or printed below signature(s).
6. All grantors' signatures must be acknowledged.
7. Acknowledgement must include the state and county where it is taken.
8. Document and Acknowledgement must be dated.
9. Acknowledgement must contain the name(s) of the person(s) who appeared before the official taking the acknowledgement.
10. Acknowledgement must be signed by an Attorney or a Notary Public with their name, title, expiration date & jurisdiction typed or printed beneath their signature.
11. The signature of the person who prepared the document preceded by the words "Prepared By" with their name typed or printed beneath. This must appear on the first page of the document.
12. Affidavit of consideration is required to be recorded with all deeds claiming exemption or partial exemption from NJ Realty Transfer Tax. The Affidavit must contain the following information.
  - a. Section 1 must be completed.
  - b. Amount of consideration.
  - c. Reason for full exemption must be written out.
  - d. The appropriate a.b.c. or d. box must be completed for partial exemption.
  - e. Signed by deponent.
  - f. Names and addresses of grantor and deponent.
  - g. Notarized, with the name, title, and expiration date of the notary typed, stamped or printed beneath the signature.\*\* Refer to the back of the Affidavit for complete instructions.
13. Recording fees: \$40.00 first page (this includes \$10.00 for abstract), \$10.00 each additional printed page (only the front page of the Affidavit and GIT/REP forms are recorded), and any realty transfer tax due.
14. All documents (excluding e-recorded documents) require an [Atlantic County Document Summary Sheet](#).