

## State of New Jersey Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** No

**Mortgage State:** Yes

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (maximum accepted)

Non-standard fee:

- Not accepted
- Morris will accept non-standard for format - \$ per page
- All counties - \$2 fee to complete Form RTF-1 – Affidavit of Consideration

Margins:

- First page: 4" Top-Right corner; 1" other sides
- Other pages: 1" all sides

Print:

- Black (dark) ink/10 point font minimum (legible)

Preparer Info:

- Deeds only (Page 1)
- Return-to-Address (Page 1)

Vesting:

- Names of all parties signing the instrument must appear on the first page

Marital Status:

- Not required

APN/PID Number:

- Deeds only (Block & Lot)
- Atlantic, Somerset, Sussex counties require on instrument
- Hunterdon County requires on Releases and Satisfactions

Witnesses:

- None required

Printed names:

- Required below all signatures

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice. Always verify requirements and fees with the appropriate recording office.  
As of May 5, 2017

Legal:

- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Stamp or Seal must not encumber any text
- Must be stamped in designated area
- Out of state notary may not notarized documents within the state of New Jersey

**FORM REQUIREMENTS:**

Deeds:

- Form RTF-1 - Affidavit of Consideration (8 ½" by 14" only)
- Form GIT/REP-3 – Seller’s Residency Certification/Exemption (must be signed by grantor/one form per grantor)
- Form GIT/REP-1 – Nonresident Seller’s Tax Declaration (must be signed by grantor/one form per grantor)
- Must be completely filled out
- Block & Lot
- Municipality
- Preparer’s Signature & Return Address

Subordinate Agreement:

- Return-to Address on Page 1

Lost Affidavit:

- Not accepted

Death certificate:

- No affidavit required

Power of attorney:

- Must be original
- Return-to Address (Page 1)



**COMMON REJECTION REASONS:**

- Preparer's signature on deeds missing (Page 1)
- Names of signing parties missing from first page of instrument
- Affidavit of Consideration not filled out completely
- Legal description incorrect

**SPECIAL CHARACTERISTICS:**

- \*Union County requires all documents be stapled
- \*Morris County requires borrower's name and document date to appear on page 1
- \*New Jersey will accept attorney as a notary – no stamp required, signature is acceptable
- \*Most counties prefer the property referred by municipality, not city or town



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