

# THE OFFICE OF THE COUNTY CLERK COUNTY OF MONMOUTH

CHRISTINE GIORDANO HANLON  
MONMOUTH COUNTY CLERK



MARKET YARD  
P.O. BOX 1251  
FREEHOLD, N. J. 07728-1251  
732-431-7324

Please review the following checklist before submitting your document(s).

- Are you sending your document to the right county?
- Is your document dated?
- Is the quality of print acceptable and legible? (45:19-3)
- Is the scanned image/signatures dark enough to be read?
- Are all of the signatures original? (46:15-1.1(2))
- Is the document acknowledged correctly? State, County, Date, Commission Expiration
- Are the names of all signers printed below each signature? (46:15-1.1)
- Is there "Record & Return" or "Cancel & Return" information on the document?
- Is the document in English?
- Did you put any full social security number on any document? It must be removed by law.
- Did you insert the correct reference number, book/page and filing date in your document?
- Did you send the correct fee for recording? Please check schedule of fees for correct fees.
- Did you sign the check?
- Is the check for recording, realty transfer fee (RTF) and the mansion tax check made out to "Monmouth County Clerk"?
- Is the non-resident 2% check made out to the "NJ Division of Taxation"?
- Did you state the reason for re-recording on the first page of the document? In the case of deeds, if any typo was corrected or verbiage was added to the language of the document, was the person initialing the change acknowledged?
- Do you have a "Prepared By" on the deed with the name of the person (not the company) drafting the deed? (46:15-1.1)
- Is the grantee's address on the deed?
- Is the consideration stated in the acknowledgement or Affidavit of Consideration? (46:15-6)  
Is the consideration stated consistently throughout the document?
- Did you show the Municipal Tax block and lot? (46:15-1-3)  
Does the Municipal tax block and lot match the attached schedule or legal description page?

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- If claiming a full exemption from RTF, did you attach an Affidavit for Consideration by Seller? Did you write the exemption reason on Line 4? (See back of form for allowed reasons)  
If claiming a partial exemption, are all appropriate boxes checked?
- Did you enter the last three digits of the deponent's social security number on the Affidavit of Consideration for use by Seller and/or Buyer?
- Did you provide the correct Seller's Residency declaration or Non-Resident Seller's Residency declaration form?
- Is the Seller's Residency Certification/Exemption (GIT/REP) signed by the seller(s)? If the seller's representative is signing, either a (1) Power of Attorney executed by the seller(s) to the representative must be previously recorded (include a copy of the first page made part of the deed) or the Power of Attorney must be recorded simultaneously with the deed to which the form is attached or (2) a letter of authorization that must be signed by the seller(s) granting the authority to the representative to sign the form, must be attached.
- Did you attach the Affidavit of Consideration for Use by Buyer for a deed in excess of \$1 Million dollars? Did you check the box(es) for property class(es)? Did you pay the Mansion Tax?
- Did you attach both affidavits for an exemption of Commercial Property for deeds in excess of \$1 Million dollars?
- Electronic Submissions: Did you verify you are submitting under the correct Deed document type for proper RTF calculation?