

Schedule of Fees

Notice of County Clerk Fee Increases Effective January 20, 2009

The new fees for Recorded documents will be as follows:

Base Fee: \$40

Cover page is considered an additional page: \$5

Per page Fee: \$5

The County Clerk's office will generate a cover page for each recorded document. Use the following guide to determine recording costs: (fee for cover page is already included in the following guide)

| Number of pages submitted for recording | Fee | Number of pages submitted for recording | Fee |
|---|------|---|------|
| 1 | \$50 | 6 | \$75 |
| 2 | \$55 | 7 | \$80 |
| 3 | \$60 | 8 | \$85 |
| 4 | \$65 | 9 | \$90 |
| 5 | \$70 | 10 | \$95 |

Markers: .50 each

Listed below are the fees associated with the County Clerk's Office. If you have any questions, please feel free to contact us during regular business hours.

Additional Fees

***NEW FEE as of March 11, 2020**

Additional Fee of \$10 per Deed for Notices required to be sent out by County Clerk's Office

***NEW FEE as of June 1, 2009:**

RP5217: \$ 125.00 for 1-3 family residential/agricultural; \$250 for all other property types.

\$ 5.00 for TP584, Combined Real Estate Transfer Tax Return.

\$ 4.00 per thousand transfer tax.

Mortgages: \$ 0.50 per hundred basic mortgage tax

\$ 0.25 per hundred special additional tax

\$ 0.25 per hundred additional tax

\$ 0.25 per hundred local tax

Exempt Mortgages: Refer to New York State Tax Law Sections 252, 253 and 255 to reference all special requirements.

Residential Exemption: Property principally improved by a one or two family residence or dwelling qualify for the exemption of the first \$10,000 for the additional mortgage tax.

Exemption Affidavits: \$ 5.00, duplicates required

Leases, Easements and Right of Ways: \$ 5.00 for TP584
\$ 4.00 per thousand transfer

Copies: All copies of recorded documents are \$1.00 per page

Marginal Markers/ Reference Markers: \$ 0.50 per marker.

Building and Loan Agreements: \$ 25.00

Notice of Lending: \$ 15.00

Notice of Lien: \$ 15.00

Subdivision Map: \$ 10.00

Mechanic's Lien: \$15.00

Filing of Affidavit of Service of Mechanic's Lien: \$5.00

Schedule of Court Filing Fees.

Index Number Application: \$210.00

Foreclosure Index Number: \$400

File Motion or Cross Motion: \$45.00

File Stipulation of Settlement or Voluntary Discontinuance: \$35.00

RJI: \$95.00

Note of Issue: \$30.00

RJI & Note of Issue together: \$125.00

Demand for Jury Trial: \$65.00

Notice of Appeal: \$65.00

SCAR Petitions: \$30.00

Dissolution of Marriage: \$ 5.00

Transcript of Judgment Filed: \$ 10.00

Issued: \$ 5.00

Income Execution: \$ 5.00

Certificate of Disposition: \$ 5.00

Discharge by Deposit into Court: \$ 3.00

Exemplification: \$ 15.00

Separation Agreement: \$ 5.00

Certified Copies: \$ 4.00 minimum plus \$1.00 per page over 4 pages, up to maximum of \$40.00 per document

Business Certificates

Filing Fees and DBA Certificate: \$ 25.00 plus \$1.00 per certified copy.

Certificate of Incorporation: All incorporations are filed with the Secretary of State

Copy Fees: All copies of Business Certificates are \$4.00 minimum plus \$1.00 per page over 4 pages

Passport Fees: Subject to Change-Please leave call the office during office hours

Passport Photo: \$10.00 per photo

Military Discharge Fees: There are no fees for military discharge filings or for copies

Census Records: Copies: \$1.00 per page.

Marriage Records: Copies: \$ 5.00 per copy.

Notary Public File Oath and Signature: \$ 60.00 Issue Certificate of Official Character \$ 5.00 File

Certificate of Official Character \$10.00

Authentication of Notary (Clerk Cert) \$ 3.00

File Oath & Signature Card (Commissioner Of Deeds) \$10.00

Searches:

All requests must be in writing

Each name for two years \$ 5.00 (index information only)

Criminal record search each name 1998 to present, \$10.00 (index information only)

Mortgage or Deed search \$10.00 per name (recording/index information only)

NO JUDGMENT SEARCHES

Certificates Court Records-those not otherwise covered \$ 4.00

Non-court, those not otherwise covered \$ 5.00

Marriage Licenses 1908 to April 1935 \$ 5.00 per document

Court Certified copy (\$1.00 per page over 4 pages) \$ 4.00 per document

Non-Court, prepare only or prepare & certify \$ 1.00 per page

**FOR ALL OTHER INQUIRIES PLEASE CONTACT THE
OFFICE DURING OFFICE HOURS**