

# Common Mistakes Can Delay the Recording of Your Documents!

Mistakes may result in our office having to “REJECT” and mail back your submission. Use the information below as a checklist to ensure your documents are recorded in a timely manner.

- Fees need to be checked against the fee schedule available on our website: [www.sussexcountyclerk.org](http://www.sussexcountyclerk.org)
- Make sure checks are signed
- Print names and titles legibly under ALL signatures
- Notary stamp must be legible and dark; notary stamp should not obscure document wording or notary name and expiration date
- “Return To” address is required on document; include self-addressed **stamped** envelope for return of copies
- Each document must be stapled separately [if in a packet] and be in proper order for recording
- All Realty Transfer Fees over \$2.00 must be on an Attorney Trust or Escrow Account Check
- Make sure social security numbers appear on **Non-Resident** tax forms. Checks with these forms should be made payable to *NJ Division of Taxation* (not Sussex County Clerk)
- Consideration amount must match in all areas (front, acknowledgment, affidavit and seller’s residency forms)

**Another way to speed up recordings is to begin recording your documents electronically!**  
Have you mailed out documents for recording, only to have them rejected and returned unrecorded, costing you extra time and money?

**E-Filing with Sussex County may be the answer!**  
Visit [www.sussexcountyclerk.org](http://www.sussexcountyclerk.org) today and click on the **e-Recording** icon

