**MISC. FILING**

To File $ 5.00
Add. per notation $ .50

**NOTARY PUBLIC**

File Certificate of Appointment or Renewal: <https://dos.ny.gov/notary-public>

Certification Authenticating Notary $ 3.00

**COPIES\*** Per page $ .65
\**up to a maximum* Certified – add. $ 5.00
 *of $40.00* Exemplified – add. $ 10.00

**Filing and Recording Requirements:**

1. All papers presented for filing or recording must be legible for copying or recording by the scanning process.
2. Notations must be clearly stated on the instrument.
3. **A stamped self-addressed envelope must be provided to return recorded documents by mail.** Please indicate the name and return address on all instruments.

**Payment Policy:**

1. If mailing the filing/recording, please pay by check only. If filing/recording in person, you may use credit card, check, or cash. Please do not mail cash. We can only process credit card payments in person.
2. All personal checks must have a preprinted name and address and include a telephone number if possible.
3. All checks in excess of $1000 must be an Attorney’s check, Title Company check, Certified check, Bank check, or Money Order.
4. All returned checks will be charged a $15 return check fee.

Tioga County Clerk, 16 Court Street, P.O. Box 307 Owego, NY 13827 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

 **SCHEDULE OF FEES**



 **TIOGA COUNTY**

 **CLERKS OFFICE**

 **ANDREA L. KLETT**

 **County Clerk**

 (607)687-8660

Effective January 1, 2024

**DEEDS** (Cover sheet required - $5.00)

Recording $ 40.00
Clerk Notice (residential deeds only) RPTL S. 291 $ 10.00

Add. per page (Document pages plus cover page) $ 5.00
TP-584 $ 5.00
RP-5217 Property class 100-199, 200-299, 411C $125.00
 All other property class codes $250.00
Tax Stamps $4.00 per Thousand

**MORTGAGES** (Cover sheet required - $5.00)

Recording $ 40.00
Add. per page (Document pages plus cover page) $ 5.00
Exemption Affidavit (if required) $ 5.00
½ & ¼ Mortgage Tax (3/4 of 1%)

**MORTGAGE DISCHARGE/ASSIGNMENT**(Cover sheet required - $5.00) \*\*If more than one Mortgage Discharged per certificate, each is charged separately.

Recording $ 40.00
Add. per page (Document pages plus cover page) $ 5.00
Add. per notation $ .50
Each add. New Money Mort. Listed on Assignment $ 3.50

**MISC. RECORDINGS** (Cover sheet is required)

Recording $ 40.00
Add. per page (Document pages plus cover page) $ 5.00
Add. per notation $ .50
Each add. Lease Release in excess of one $ 3.50

**POWER OF ATTORNEY** (Cover sheet required)

Recording $ 40.00
Add. per page (Document pages plus cover page) $ 5.00

**SURVEY MAPS**
Need 2 paper copies, with **either** an original seal **or**

 a wet signature of the Surveyor $ 10.00

**PASSPORTS** Please see the US Dept. of State’s Passport Information Center at [www.travel.state.gov](http://www.travel.state.gov)

**TRANSCRIPT OF JUDGEMENT** for Filing $ 10.00
Issue a Transcript $ 5.00

Satisfaction of Judgement No Fee

**CERTIFICATE OF DISPOSITION** for Filing No Fee
Issue a Transcript $ 5.00

**CIVIL & MATRIMONIAL ACTIONS**

Index Number for Actions or Proceedings $210.00
Foreclosure Index Number $400.00
Request for Judicial Intervention (RJI) $ 95.00
Note of Issue Non-Jury $ 30.00
 Jury Demand $ 95.00
Notice of Appeal $ 65.00
Motion or Cross Motion $ 45.00
Stipulation of Settlement/Discontinuance $ 35.00

**CERTIFICATE OF DISSOLUTION OF MARRIAGE** $ 5.00

**SEPARATION AGREEMENT/ MEMORANDUM** $ 5.00

**LIS PENDENS** (in addition to Index Number) $ 60.00

**LIENS**

Mechanics Lien to File $ 15.00
 Affidavit of Service $ 5.00
 Discharge No Fee

Notice of Lending $ 15.00

Building and Loan Agreement $ 25.00

**DBA-BUSINESS CERTIFICATE**

 To File $ 25.00
Discontinuance No Fee

**UCC FEES** to File $ 40.00
 Amend $ 40.00
 Continue $ 40.00
 Terminate $ 40.00
**UCC SEARCH** $ 25.00