

Document Bulletin for Union County, NJ

Union County, NJ is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

- For Deeds the RTF-1 (Realty Transfer Fee) amount is required when claiming a Full or Partial Exemption. An Affidavit of Consideration (RTF-1) form must be attached to a deed that is either not paying a realty transfer fee due to a full exemption or paying a reduced rate such as for senior citizen, blind person, disabled person, low and moderate income housing or if the deed is new construction. An RTF-1EE is an Affidavit of consideration that is attached to a deed transferring a property in excess of \$1,000,000.00 which is mandatory for the buyer to be attached to the deed. Sellers Residency Form, GIT/REP-3, is required for every deed recorded in the State of New Jersey. Special Note: When submitting deeds, ePrepare does not prompt you for above mentioned attachments so when scanning your documents the Sellers Residency and/or Affidavit of Consideration must be the second to last page(s) of the document. You may visit the county website at <http://www.state.nj.us/treasury/taxation/> to access these forms.
- For out-of-state residents selling property in the State of New Jersey, the GIT/REP-1 Form: Non-Resident Seller's Tax Declaration Form is required to be transmitted to the State of New Jersey, together with payment, by the submitter.

Document Type	Required Indexing
DEED	Grantor/Grantee, Block/ Lot, Consid, RTF Amount, Mrgn Notes Qty, RTF-1 Attachment
DEED OVER 1 MILLION	Grantor/Grantee, Block/ Lot, Consid, RTF Amount, Mrgn Notes Qty, RTF-1EE Attachment
DEED EXEMPT	Grantor/Grantee, Block/ Lot, Consid, RTF Amount, Mrgn Notes Qty, Exempt Code, RTF-1 Attachment
MORTGAGE	Grantor/Grantee, Marginal Notes Qty
MORTGAGE ASSIGNMENT	Grantor/Grantee, Marginal Notes Qty
MORTGAGE DISCHARGE	Grantor/Grantee, Marginal Notes Qty
MORTGAGE MODIFICATION	Grantor/Grantee, Marginal Notes Qty
MORTGAGE RELEASE	Grantor/Grantee, Marginal Notes Qty
MORTGAGE	Grantor/Grantee, Marginal Notes Qty
SUBORDINATION	Grantor
UCC INITIAL	