

## PAYMENT POLICY

1. All checks in excess of \$500.00 must be by an Attorney's check, a Title Company check, certified check, bank check or money order.
2. Checks must be preprinted with a name, address, phone number if possible. (no starter checks)
3. No checks will be accepted from a third party, other than a party involved in the transaction.
4. No personal checks will be accepted after 180 days of issue date. No business or attorney's checks will be accepted after 1 year of issue date.
5. Checks returned to this office unpaid by the bank will be subject to a \$25.00 service charge.

**\*\*A SELF-ADDRESSED STAMPED ENVELOPE IS REQUIRED FOR RETURNING DOCUMENTS**

## **FOR INFORMATION ABOUT THE COUNTY CLERK'S OFFICE**

<http://www.gobroomecounty.com/clerk/>

## **FOR SEARCHABLE RECORDS**

<http://www.gobcclerk.com>

(Fees Effective January 1, 2019)

## Contact Information

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Broome County Clerk's Office  
607-778-2451

Real Property Office  
607-778-2169

Real Property Tax Information  
607-778-2124

Mailing Address:  
PO Box 2062  
Binghamton, NY 13902



## **SCHEDULE OF FEES**

### Broome County Clerk's Office

60 Hawley Street  
3<sup>rd</sup> Floor

Binghamton NY 13901  
Phone: 607-778-2451

#### Office Hours:

Monday-Friday 8AM – 5PM  
(Searching)

Monday-Friday 9AM – 4:45PM  
(Recording)

*Joseph A. Mihalko*  
*Broome County Clerk*



❖ **BUSINESS CERTIFICATES-PARTNERSHIP OR INDIVIDUAL**

Form	1.00
File certificate	25.00
File amended certificate	25.00
File discontinuance	no fee
Certify a prepared copy	5.20

❖ **CERTIFICATION OF DOCUMENT**

Other than cover by special law	5.20
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❖ **CIVIL ACTION**

Issuance of index number	210.00
Request for judicial intervention	95.00
Note of Issue	30.00
Jury demand	65.00
Notice of Appeal	65.00
Dissolution of Marriage Certificate	5.00
Separation Agreements	5.00
Motion/cross motion/Order to Show cause	45.00
Certificate of Divorce	5.00
Stipulation of settlement or Voluntary discontinuance	35.00

❖ **JUDGMENTS / EXECUTIONS**

Docket and enter, taxing costs	45.00
Satisfaction of judgment	no fee
Transcript of judgment:	
Filing	10.00
Issue a transcript	5.00
Certificate of:	
Disposition, cancellation or assignment	
To issue	5.00
To file	5.00
Exemplified judgments	15.00
Income Execution	5.00

❖ **COPIES**

Of recorded and filed documents	
Minimum of .65/page	1.30
To prepare and certify a copy	
Minimum of 1.25/page	5.00
Maps	5.00
Certified copies are additional	5.20

❖ **WAGE ASSIGNMENTS**

Filing	5.00
Satisfaction or Cancel	no fee

❖ **OTHER**

Remote Access Fee	\$200 / month
Internet Document Fee	1.90

❖ **FAX DOCUMENTS**

Per page	1.00
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❖ **REAL ESTATE**

Deeds: Record	45.00
Plus 5.00/per printed side of each page	
Plus .50 per notation	

Leases, Easements, Power of Attorney, Release of Lien of estate tax:	
Record	45.00
Plus 5.00/per printed side of each page	

Transfer Tax Return (TP584)	
One original One copy	10.00
The rate is \$5 per \$1,000	

Real Property Transfer Report (RP5217)	
Residential	125.00
All others	250.00
Small Claims assessment review	30.00
Miscellaneous filing	5.00

❖ **MORTGAGES**

Record (including recording page)	45.00
Plus 5.00/per page	
Plus .50 per notation	

**MORTGAGE TAX**

1% of the amount of the mortgage	
If a bank, credit union, or lending agency is involved, they pay ¼% and the borrower pays ¾%	
Assignment (including recording page)	45.00
Plus 5.00/per page	
Plus .50/per notation	
Plus \$3.50 each additional mortgage	

Consolidation extension, modification	
Subordination, corrections, etc.	45.00
Plus 5.00/per page - .50 per notation	
Affidavits: 1 original/1 copy	5.00

Discharge (including recording page)	45.00
Plus 5.00/per page - .50 per notation	
Plus \$13.50/each additional mortgage	

Release part of mortgaged premises (including recording page)	45.00
Plus 5.00/per page - .50 per notation	
Estoppel Certificate (including recording page)	45.00
Plus 5.00/per page - .50 per notation	

❖ **UCC UNIFORM COMMERCIAL CODE**

UCC-1 Original Financing Statement with Addendum	40.00
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UCC-3 Amendment – Continue, Assign or Terminate with Addendum	40.00
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UCC-11 Written search request	25.00
Copies/per document	5.00

❖ **LIENS**

Attachment (notice of) –	
File and record	20.00
Cancel	no fee

Building and Loan agreement	
File original or amendment	25.00
Discharge	no fee

Common Charge Lien, filing	5.00
Crime Victim Liens, Hospital Liens and State Tax Liens	no fee

Federal Tax Lien	40.00
Lis Pendens	45.00
Plus .50 per notation	

Mechanics Lien	
Filing	15.00
Discharge	no fee

Affidavit of service	5.00
Order to continue	no fee
Satisfaction or cancel	no fee

Notice of Lending Filing	15.00
Public Welfare Lien	no fee
Surety Bond	5.00

❖ **OATH OF OFFICE**

Oath for Commissioner of Deeds	10.00
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❖ **SEARCHES**

Each two year period	5.00
Per name/per category	

❖ **NOTARY PUBLIC**

File Certificate of Appointment/Renewal	60.00
Certificate authenticating notary	3.00
File Certificate of official character (for registration in multiple counties)	10.00

Issue Certificate of official character	5.00
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❖ **PASSPORTS**

U.S. Department of State fee:	
Adults 16 years and older	110.00
Children 15 years and under	80.00
Expedited applications	60.00 + overnight postage

Local fees:	
Acceptance fee	35.00
Passport Photos:	10.00

❖ **SURVEY MAPS**

Filing	10.00
Requirements: Linen or Mylar original	
8 ½ x 11 minimum	
34 x 44 maximum	

Subdivision maps with 5 or more lots require Health department seal	
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Copies	5.00
Certified Copy Additional	5.20

❖ **CERTIFICATES**

Issue Certificate of appointment (official signature)	5.00
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