Basic Recording Information:

All Documents:

Document(s) needs to have a title

Needs to have name and address of person preparing the document (if pertaining to real property)

Needs to have original signature(s) and be notarized (not a photocopy)

Deeds need two (2) witnesses

$10.00 for the 1st page of a document
$ 8.50 for each additional page of the same document
$ 1.00 for each addition name after the first 4 names to be indexed

if sending multiple documents at the same time to be recorded, they need to be separated (stapled or paper clipped) and in the order to be recorded*

Deed Documentary Stamps:

$0.70 per every $100 of the consideration amount or sale price of the property
(sale price/consideration amount (rounded up to the nearest $100) x 0.007 = amount of doc stamps due)
(doc stamp amount / 0.007 = amount of original deed)

Mortgage Documentary Stamps and Intangible Tax:

$0.35 per every $100.00 of the mortgage amount
(mtg (rounded up to the nearest $100) x 0.0035 = amount of doc stamps to pay)
0.002 (2 mils) x the full amount of the note (do not round up mtg amount)
(0.002 x full amount of mtg = amount to pay in intangible tax)

Make Checks Payable To:

Clerk of Court OR *Monroe County Clerk of Court*
(Recording fees and doc stamp fees can all be included in one (1) check)

Mail Documents to:

Monroe County Clerk of the Court
Attn: Recording
500 Whitehead St
Key West, FL 33040

E-Recording Vendors:

- Simplifile (800) 460-5657
  https://simplifile.com
- RecordNation
  www.record-nation.com
  info@record-nation.com
- EPN (888) 325-3365
  https://goepn.com
- CSC (866) 652-0111
  https://cscglobal.com
- HopDox (385)501-5103
  https://hopdox.com

Please include a self addressed stamped envelope (large enough to accommodate the documents) for us to return your documents when we are done with them.

if using* FedEx *or* UPS, *please include the envelope/ mailing package with the mailing label as we* DO NOT *have them in our office*

Clerk's Website:

monroe-clerk.com

Recording Dept direct phone no:

305-292-3540