

## **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
- EPN (888) 325-3365
- CSC (866) 652-0111

**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](http://monroe-clerk.com)

### **Recording Dept direct phone no:**

305-292-3540