

Tompkins County Clerk – Schedule of Fees

MORTGAGE

First Page	\$50.00
Each Additional Page	\$5.00
Notations	\$0.50/each
Mortgage Tax	1 %
Basic Tax	½ %
Special Tax	¼ %
Additional Tax	¼%
1 or 2 family dwelling deduction	\$25.00
Affidavit of Exemption	\$5.00

DEED

First Page	\$50.00
Each Additional Page	\$5.00
Notations	\$0.50/each
Transfer Tax	\$6.00/per \$1,000
TP-584	\$5.00
RP-5217 (if 7A, 7B, 7E or both 7G & 8 are checked)	\$125
RP-5217 (if any other box is checked)	\$250
<i>Deed Notice - all residential deeds as of 3/11/2020</i>	\$10.00

DISCHARGE OF MORTGAGE

First Page	\$50.00
Each additional page	\$5.00
Notation for first mortgage	\$0.50
Each additional mortgage with new money	Double the fee of the first
Additional mortgages with no new money (i.e. CEMA)	\$0.50

ASSIGNMENTS OF MORTGAGE

First Page	\$50.00
Each additional page	\$5.00
Notation for first mortgage	\$0.50
Each additional mortgage	\$3.50

MISCELLANEOUS

First Page	\$50.00
Each additional page	\$5.00
Notations	\$0.50/each

UCC Must be indexed to real estate, fixture filing, cooperative or timber

UCC-1, UCC-3	\$40.00
UCC-11	\$25.00
Copies	\$5.00

MAPS

One copy with surveyors seal (required)	\$10.00
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SEARCHES

Each Record – per name	\$5.00 for every 2 years (or portion thereof)
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JUDGMENTS

File Transcript of Judgment	\$10.00
Issue Transcript/Certificate of Disposition	\$5.00
Income Execution	\$5.00
Property Execution	\$5.00
File a Satisfaction	No fee
Issue Exemplified Judgment	\$15.00

COPIES

Per Page	\$0.65
Minimum	\$1.30
To Certify	\$5.00 per document
Oversized Map Copy – (not to scale) 11x17	\$5.00

18x24	\$10.00
24x36	\$15.00
Printed Case on Appeal	Minimum \$4.00 Maximum \$30.00

BUSINESS CERTIFICATES

Filing Fee	\$25.00
Amend	\$25.00
Discontinue	No fee

LIENS

Building Loan Agreement	\$25.00
Notice of Lending	\$15.00
Mechanics Lien	\$15.00
Affidavits of Service (for Mechanics Lien)	\$5.00
Extension of a Mechanics Lien	No Fee
Satisfaction of a Lien	No Fee

CIVIL & MATRIMONIAL ACTIONS: Mandatory E-filing as of January 24, 2018 – see website

Index Number for Actions or Proceedings	\$210.00
Index Number for Foreclosure	\$400.00
Request for Judicial Intervention (RJI)	\$95.00
Trial Note of Issue w/o Jury	\$30.00
Trial Note of Issue w/ Jury – an additional	\$65.00
Notice of Appeal	\$65.00
Motion or Cross-Motion	\$45.00
Certificate of Dissolution	\$5.00
Stipulation of Settlement/Discontinuance	\$35.00
Separation Agreement	\$5.00

LIS PENDENS or NOTICE OF ATTACHMENT OF REAL PROPERTY

File & Record – in addition to Index Number	\$60.00
Noting each cross reference (first is free)	\$0.50

PASSPORTS

Ages 16 and over	\$110 (BOOK) \$30 (CARD)
Under 16	\$80 (BOOK) \$15 (CARD)
Execution Fee (retained by County Clerk)	\$35
Expediting Fee – additional	\$60
Photos	\$8

CERTIFICATES

Notarial Certificate (for notaries qualified in Tompkins County)	\$3 per certificate
Clerk’s Certificate – Marriage/Birth/Death etc for documents issued and signed by a clerk within Tompkins County	\$10 per document

RECORDING REQUIREMENTS:

- 1 – ALL PERSONAL CHECKS MUST HAVE A NAME AND TELEPHONE NUMBER.**
- 2 – ALL PAPERS PRESENTED FOR FILING OR RECORDING MUST BE LEGIBLE OR OTHERWISE SUITABLE FOR COPYING OR RECORDING BY THE SCANNING PROCESS.**
- 3 – ALL RECORDINGS NOT BEING RETURNED TO A BOX IN OUR OFFICE MUST INCLUDE A SELF ADDRESEED STAMPED ENVELOPE.**
- 4 – NOTATIONS MUST BE CLEARLY STATED ON THE BACK OF THE INSTRUMENT.**