

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 June 1, 2009)

Contact Information

County Clerk
Joseph A. Mihalko
607-778-2377

Real Property
607-778-2169

Real Property Tax Information
607-778-2124

Internet Access Information
607-778-2377

Mailing Address:
PO Box 2062
Binghamton, NY 13902



SCHEDULE OF FEES

Broome County Clerk's Office

60 Hawley Street
3rd Floor
Binghamton NY 13901
Phone: 607-778-2255
Fax: 607-778-2243

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 |
|---------------------------------|------|

❖ **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 |

❖ **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 Per Annum | \$200/month |
| Internet Document Fee | 1.35 |

❖ **FAX DOCUMENTS**

| | |
|----------|------|
| Per page | 1.00 |
|----------|------|

❖ **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 | |
| Plus 50 cents per notation | |
| 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 |
| UCC-3 Amendment – Continue, Assign or Terminate with Addendum | 40.00 |
| 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 Lien | no fee |
| State Tax Lien | no fee |
| Federal Tax Lien | 40.00 |
| Hospital Lien | no fee |
| 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 | 1.00 |
|--------------------------------|------|

❖ **SEARCHES**

| | |
|-------------------------|------|
| Each two year period | 5.00 |
| Per name/per category | |
| Ex. Deed, mortgage, DBA | |

❖ **NOTARY PUBLIC**

| | |
|---|-------|
| File Certificate of Appointment/Renewal | 60.00 |
| Certificate authenticating notary | 3.00 |
| Registration in multiple counties | 10.00 |
| File Certificate of official character | 5.00 |

❖ **PASSPORTS**

| | |
|--|--------|
| Processing fee | 35.00 |
| U.S. Department of State fee: | |
| Adults 16 years and older | 115.00 |
| Children 15 years and under | 80.00 |
| Additional fees for expediting. | 30.00 |
| Photos 10.00 – photo service available | |

❖ **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 | |
| Copies | 5.00 |
| Certified Copy Additional | 5.20 |

❖ **CERTIFICATES**

| | |
|---|------|
| Issue Certificate of appointment (official signature) | 5.00 |
|---|------|