



**ESSEX COUNTY REGISTER OF DEEDS AND MORTGAGES**  
*As a Taxpayer Your Business is Our Business.*



*Information and Reference Guide*

# Welcome Message

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Hello and welcome to the office of the Essex County Register of Deeds & Mortgages.

Our mission is to maintain the integrity of all property transactions along with military service records. These records are entrusted to our department to protect and preserve for each of the 22 municipalities throughout Essex County. Generating over 46 million dollars in revenue annually, our department is ensuring that “As a taxpayer, your business is our business.”

Since I was sworn into office in January 2015, we have made substantial changes and meaningful progress that I look forward to sharing with you. In addition to renovating the office, we have implemented a more efficient process of recording time sensitive documents to meet mandates of New Jersey State Statue. We have invested in the modernization of our technology and staff development to ensure an excellent customer experience for our citizens. The County of Essex is now participating in the collecting of fees through the office of the Register for the Homelessness Trust Fund. We recognize that we cannot solve all of the problems that contribute to homelessness. It is our hope to raise funding (approximately 150,000 annually) to help the county alleviate poverty and other societal factors that contribute to homelessness.

You are welcome to visit our office or read more about us on the following pages and please be sure to check out our website at [www.essexregister.com](http://www.essexregister.com).

Sincerely,  
>>>>Dana Rone ....Signature

Hon. Dana Rone, Register

# Contact Information and Hours

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Office of the Essex County Register  
of Deeds & Mortgages

Hall of Records-Room 130  
465 Martin Luther King, Jr. Blvd.  
Newark, NJ 07102

**Main Phone: 973-621-4960**

Map Room, Public Records and Recording

Fax: 973-621-2590

**Office Hours: 8:30 a.m. to 4:30 p.m.**

Monday to Friday

Website: [www.essexregister.com](http://www.essexregister.com)

E-mail: [info@essexregister.com](mailto:info@essexregister.com)

## Did You Know?

- Your property ownership can be transferred if tax liens are not paid completely within 2 years.
- You should check your deed and mortgage papers every 2 years to ensure that they are in sync with official records in the Register's Office.
- You should carefully read each line of your property tax bill.
- You should know the exact location where your original deed is kept.
- If you suspect mortgage fraud, call the Essex County Fraud Protection Office at 973-733-5552.



# RECORD ROOM

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## The Record Room

Our office provides convenient access to public records based on guidelines from the Open Public Records Act (OPRA). Documents are secured in our vault on our premises.



### **Did You Know?**

Any public citizen can view any and all documents retained at the Essex County Register's Office. This is why we encourage you to secure a certified copy of your records and store them in a safe place.

# FREQUENTLY ASKED QUESTIONS

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Where is the Register's Office located and what are the office hours?

Our office hours are:

8:30AM to 4:30PM Monday through Friday.

We are located at:

465 Dr. Martin Luther King Jr. Blvd. Hall of Records,  
Room 130, Newark, NJ 07102.

**Please call 973-621-4960 for directions.**

What do I do if I suspect fraud?

Contact Financial Crimes "Fraud" **Phone: (973) 266-7220**

How much will it cost to record or obtain copies of my document(s)?

Please refer to our fee schedule to determine the applicable recording and copy fees charged by our office in accordance with state regulations.

I recently paid off my mortgage and my lender sent me a release of mortgage. What do I need to do now?

Your Lender will forward a Discharge of Mortgage or Cancellation of Mortgage to the Register's Office with recording fees for process. There is nothing you need to do except file the document away in a safe place.

Should your Lender send you the original document for recordation, please mail or hand deliver for recording with the required fees.

Please refer to our fee schedule to determine the applicable recording fees charged by our office in accordance with state regulations. Checks should be made payable to: Essex County Register.

How do I do a title search?

By law, the Register's Office is not allowed to perform title searches and we can only provide you with information we have available. You may visit our office and we will assist you in tracing property ownership and other property tax-related information that is accessible.

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### How can I pay for the recording or copies fees?

Our office accepts cash, checks, and Discover, Master Card and VISA credit card payments for all services that we provide. There is an ATM on site. Frequent customers also have the option of opening a charge account that enables them to be billed on a monthly basis. Checks should be made payable to: Essex County Register.

### How do I open a charge account?

For further information regarding charge accounts and/or billing questions, please contact our Finance Department at 973-621-4960 x 6202 to obtain requirements. A written request is required. Send an email to: [info@essexregister.com](mailto:info@essexregister.com).

### How much will it cost to record or obtain copies of my document(s)?

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### Can I view data or images over the internet?

Unfortunately, no.

### Do you maintain birth, marriage and death record archives?

ECRO does not maintain these records. You should contact the Municipal Clerk's Office in the municipality of your birth, death or marriage.

### How can I get in contact with a Register to address a concern I may have?

Please call our main office number at **973-621-4960** and a team member will transfer your call to the appropriate supervisor. In the event that the office supervisor is unavailable to take your call at that time, please do not hesitate to leave a message and you can expect a prompt response. Should you need to call back, please ask for the Register, she is available to resolve the problem expeditiously.

Please email [info@essexregister.com](mailto:info@essexregister.com) to share your comments and concerns. We also welcome you to offer feedback about your customer-constituent experience.

# EMPLOYEE DIRECTORY



Essex County  
Register's Office

**Dana Rone, Register**  
(X 6216)

**Main Number:**  
973-621-4960

**Fax:**  
973-621-2590

Batemon, Hafeeza.....x6204 <i>Verifying Dept.</i>	Fenty, Allison.....x 6209 <i>Verifying Dept.</i>	Joan Mosley.....x 6213 <i>Imaging Dept.</i>
Bradley, Barbara.....x 6205 <i>Recording Dept.</i>	Garretson, Patrick.....x 6224 <i>Cancellation/Vault Dept.</i>	Murray-Wright, Inez K.....x 6219 <i>Verifying Dept.</i>
Campelo-Dias,Fernanda....x 6201 <i>Admin. Assistant</i>	Green-Jones, June.....x 6226 <i>Finance Officer</i>	David, Nunez.....x 6212 <i>Supervisor</i>
Cortez, Maria.....x 6210 <i>Recording Dept.</i>	Harper, Shikena.....x 6217 <i>Vault Dept.</i>	Rodriguez, Marisol.....x 6218 <i>Verifying Dept.</i>
Cortez, Vivian.....x 6214 <i>Supervisor</i>	Hilliard, Sharrone.....x 6208 <i>E-file Dept.</i>	Sweatte, Lawrence.....x 6203 <i>Purchasing Assistant</i>
Descartes, Lynda.....x 6221 <i>Recording Dept.</i>	Jeter, Schmard.....x 6213 <i>Imaging Dept.</i>	Swepson, Kristen.....x 6223 <i>Recording Dept.</i>
DiCostanzi, Angela.....x 6207 <i>Recording Dept.</i>	Jones, Lelitia.....x 6220 <i>Recording/Rejection Dept.</i>	Thomas, Dolores.....x 6202 <i>Sr. Accountant</i>
Doers, Sharon.....x 6211 <i>Quality Control</i>	Lorenzo, Daniel.....x 6222 <i>Map Dept.</i>	Thompson, Charlotte.....x 6206 <i>Recording Dept.</i>
	Merten, William.....x 6227 <i>Imaging Dept.</i>	



# GLOSSARY OF TERMS

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**DEED:** A document which transfers title to property from one to another. Deeds, easements, and orders from the Court are recorded and returned.

**EQUITY LOAN:** A loan contract made against the equity in an owner's property; in effect, this is a second mortgage on a home.

**FEDERAL LIENS:** Notice of debt filed by the IRS for unpaid federal taxes. Federal liens 8:30AM to 4:30PM Monday through Friday.

**We are located at:**

465 Dr. Martin Luther King Jr. Blvd. Hall of Records, Room 130, Newark, NJ 07102. **Please call 973-621-4960 for directions.**

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# FEE SCHEDULE



## **DANA RONE**

ESSEX COUNTY REGISTER

Hall of Records - Room 130  
465 Martin Luther King, Jr. Blvd.  
Newark, NJ 07102

**Phone: 973-621-4960**

Ext. 6204, 6205, 6223

Fax: 973-621-2590

### **Office Hours:**

**8:30 a.m. to 4:30 p.m.**

Monday to Friday

Website: [www.essexregistry.com](http://www.essexregistry.com)

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## CANCELLATION OF MORTGAGE AND TAX SALE CERTIFICATE

Book & Page.....	\$23.00
Second Book & Page.....	\$20.00

## CERTIFIED COPIES

### Deeds, Mortgages, Etc.

First Page.....	\$ 8.00
Each additional page.....	\$ 2.00
Financing Statements (U.C.C.).....	\$ 3.00
Veteran's Discharge.....	\$ 6.00

## DEED

First page including tax abstract.....	\$43.00
Each additional page.....	\$10.00

FEDERAL TAX LIEN OR RELEASE.....	\$25.00
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## LIS PENDENS

Foreclosures.....	\$40.00
Recovery	
First Page.....	\$40.00
Each additional page.....	\$10.00
Discharge.....	\$40.00
Each additional page.....	\$10.00
Each additional reference information.....	\$10.00

MAPS	
Record.....	\$55.00
Map.....	\$10.00
Area Map.....	\$ 4.00

#### MORTGAGES

First Page.....	\$33.00
Each additional page.....	\$10.00

#### MORTGAGES ASSIGNMENTS

First page including Marginal Notation.....	\$40.00
Each additional page.....	\$10.00

#### MORTGAGES DISCHARGES, POSTPONEMENTS, RELEASES, SUBORDINATIONS

First Page Including	
Marginal Notation.....	\$43.00
Each additional page.....	\$10.00

#### NOTICE OF SETTLEMENT

Two parties.....	\$20.00
Three parties.....	\$40.00

#### POWER OF ATTORNEY

First Page.....	\$33.00
Map.....	\$10.00

#### REDEMPTION OR ASSIGNMENT TAX SALE CERTIFICATE

First Page Including	
Marginal Notation.....	\$43.00
Each additional page.....	\$10.00

#### TAX SALE CERTIFICATE

First Page.....	\$33.00
Each additional page.....	\$10.00

#### UNIFORM COMMERCIAL CODE (U.C.C.)

Secured party & debtor.....	\$25.00
Termination, Continuation, Release, Assignment & Amendment.....	\$25.00
Third party assignee.....	\$50.00

#### VETERAN'S DISCHARGE

Recording.....	N/C
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AFTER FIVE (5) NAMES YOU WILL BE CHARGED \$6.00 PER NAME

# *Information and Reference Guide*



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