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
Deed Notice - all residential deeds as of 3/11/2020	$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
SEARCHES	
Each Record – per name	$5.00 for every 2 years (or portion thereof)
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

320 N Tioga Street ● Ithaca, NY 14850 ● (607) 274-5431 ● www.tompkinscountyny.gov/cclerk
Maureen Reynolds, County Clerk

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	$35.00

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	$130 Book
	$30 Card
Under 16	$100 Book
	$15 Card
Execution Fee (retained by County Clerk)	$35
Expediting Fee - additional	$60
Photos	$10

CERTIFICATES

Notarial Certificate (for notaries qualified in Tompkins County)	$3 per certificate
Clerk's Certifcate - 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 ADDRESESED STAMPED ENVELOPE.

4 – NOTATIONS MUST BE CLEARLY STATED ON THE BACK OF THE INSTRUMENT.