



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

RECORDING TRANSMITTAL - PALM BEACH

To: Sharon R. Bock
Clerk & Comptroller, Palm Beach County

Date: _____

ESCROW ACCOUNT #

For Express Mailings:
RECORDING DEPT. – ROOM 4.2500
205 N. Dixie Hwy
West Palm Beach, FL 33401

From: _____

For 1st Class Mailings:
P.O. Box 4177
RECORDING DEPT – ROOM 4.2500
West Palm Beach, FL 33402

Contact: _____

Phone: (_____) _____ - _____

Phone: (561) 355-2991

Website: www.mypalmbeachclerk.com

Re: File # _____

RECORDING FEES

\$10.00 = Recording fee 1st page
\$ 8.50 = Recording fee each additional page to a document
\$ 1.00 = Indexing fee for each grantor and grantee name for the 5th name and above (First 4 party names are not charged.)
60¢ = Abstract fee for 1st and .60¢ for 2nd legal description. .20¢ each thereafter.
\$ 2.00 = Search fee due when only a book/page or CFN is given and the property's legal description does not appear on the document. The abstract fee is also due when there is a search fee.

Please never send cash or coin by mail.

*MAILING FEES

An appropriately sized self-addressed envelope with the proper amount in postage affixed is required for the return of your document(s) after recording. If one is not provided, a mailing fee will be assessed to the transaction according to the following chart:
\$1.00 for 1 – 5 pages (1st Class Mail only)
\$3.50 for 6 – 50 pages (1st Class Mail only)
\$5.60 for 51 – 150 pages (1st Class Mail only)
151 or more pages: Postage will be calculated at time of recording.
If a S.A.S.E. is not provided, and the amount presented is insufficient to include the above postage charge, your document(s) will held in our office.

STATE DOCUMENTARY STAMP AND NON-RECURRING INTANGIBLE TAX

Deeds: Doc Stamps are due at time of recording on all conveyance documents at a rate of .70¢ per \$100 or fraction thereof of the consideration. Corrective deeds or no consideration deeds require the minimum .70¢ stamp. If no money is changing hands, default to the amount of any existing obligations in relation to the percentage of beneficial interest being conveyed.

Mortgages: Doc Stamps are due on all obligations to pay money at a rate of .35¢ per \$100 or fraction thereof on the new money amount. If the obligation is secured by real property, intangible tax is due at a rate of .002 for each \$1 consideration.

For more detailed information on state documentary stamp or intangible taxes, please contact the Florida Department of Revenue at (850) 617-8346 or (800) 352-3671, or you may visit their website: <http://dor.myflorida.com/dor/>

Please record the following documents IN THE EXACT ORDER AS PRESENTED:

Document Title / Description	Number of (see fee chart above):				Subtotal Per Document	Taxable Documents	Taxable Documents	Document Total
	Pages	Names	Abstracts	Searches		Consideration	Tax Due	
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$
					\$	\$	\$	\$

Please make the appropriate selections:

☐ **Escrow Customer**
Overage/Shortage will be credited/debited from account.

☐ **Non-Escrow Customer**
Shortages of any amount are returned **UNRECORDED** for correction.

Total Fees: \$

Return documents via: ☐ S.A.S.E. Provided
(*Required for return by mail)

☐ Will-Call Box #: _____ ☐ Other: _____

Special Instructions: _____

Please be sure to enter your escrow account number at the top-right of this form. If you do not have an escrow account number, leave it blank.