

Jane S. Zarecki  
County Clerk

Heather A. Farber  
Deputy County Clerk



102 County View Drive, P.O. Box 204  
Lake Pleasant, NY 12108

## HAMILTON COUNTY CLERK'S OFFICE

518-548-7111  
518-548-9740 (fax)

### Quick Fee Sheet 2013

**For Deeds, Mortgages, Discharges, Assignments, Miscellaneous  
Records, Release of Lien of Estate Tax, Adirondack Park Agency  
Permits**

**BASE FEE FOR DOCUMENT \$45.00 PLUS \$5.00 for  
EACH AND EVERY PAGE, .50 CENTS EACH  
ADDITIONAL NAME OVER TWO TOTAL, .50 CENTS  
FOR EACH CROSS REFERENCE. COVER PAGE  
AUTOMATICALLY GENERATED AND INCLUDED IN  
BASE FEE ABOVE.**

TP – 584 Form \$5.00 (all grantors/grantees must sign)  
RP-5217 Form \$125.00 or \$250.00 depending upon type of property  
conveyed. Now accepting pdf version and will continue to accept 4 part  
form until 12/31/2013 - at least one signature of buyer and seller required  
Transfer Tax based on \$4.00 per thousand of consideration. (Under \$500.00  
no tax due) Chart available  
Out of state sellers: fee interest: individuals, estates, trusts require IT-2663.  
FORM IS YEAR SPECIFIC  
(Check must be made payable to NY State Income Tax)

*Total Mortgage Tax 1%*  
*Basic Tax .50 cents per \$100 the nearest 100<sup>th</sup>*  
*Special Additional Tax .25 cents per \$100 to the nearest 100<sup>th</sup>*  
*Hamilton County Tax .25 cents per \$100 to the nearest 100<sup>th</sup>*

## **NO \$25.00 Deduction**

Mortgage Tax Affidavit (section 253/255) \$5.00 in duplicate

Any document that makes reference to a survey, map or plot in the description, that map must either already be on file, or offered for filing, otherwise the papers will be rejected.

Please be sure documents are originals and legible.

(Review your documents carefully – unreadable items will be rejected)

**Fax Copies Will Not Be Accepted.**

**Hamilton County Does Not Give Refunds!!**

### **Other Miscellaneous Documents**

Building and Loan Agreement \$25.00

Notice of Lending \$15.00

UCC 1 Filings (Against Real Property Only) \$40.00

File Survey Map \$10.00 (Original mylar and one paper copy)

Subdivision maps require tax certification and may require APA, Health Department and Town Planning Board approval before filing. Towns of Inlet, Indian Lake, Lake Pleasant, Arietta and Village of Speculator all have planning boards with subdivision authority.

Mechanic's Lien \$15.00 – Affidavit of Service \$5.00

File Judgment \$10.00, Issue Transcript \$5.00, File Satisfaction – No Fee

Copy fees: Prepayment Required - .65 cents per page, \$1.30 minimum.

Certified copy fees - prepare and certify - \$1.00 per page, \$5.00 minimum

Certify only .65 cents per page, \$5.20 minimum

\*Will fax for an additional \$1.00 fee plus copies – 10 PAGE MAXIMUM

### **Court Fees**

Index Number \$210.00\* - Payable to Hamilton County Clerk

Foreclosure Index Number \$400.00

Lis Pendens \$35.00 - Payable to Hamilton County Clerk

Request for Judicial Intervention \$95.00 - if Supreme Court, payable to Fulton County Clerk, if County Court, payable to the Hamilton County Clerk

Note of Issue and RJI together \$125.00 - if Supreme Court, payable to Fulton County Clerk, if County Court, payable to Hamilton County Clerk

Jury Demand \$65.00 – if Supreme Court, payable to Fulton County Clerk, if County Court, payable to Hamilton County Clerk

Note of Issue \$30.00- if Supreme Court, payable to Fulton County Clerk, if County Court, payable to Hamilton County Clerk

SCAR Petition \$30.00 Payable to Hamilton County Clerk

Notice of Appeal \$65.00 Payable to Hamilton County Clerk

File Motion or Cross Motion \$45.00, if Supreme Court, payable to Fulton County Clerk, if County Court payable to Hamilton County Clerk

Stipulation of Settlement/Voluntary Discontinuance \$35.00 payable to Hamilton County Clerk

Default Judgment \$45.00 Payable to Hamilton County Clerk

Please make separate checks for all court transactions. Even though the action may be titled “Hamilton County Supreme Court”, these cases are heard in Fulton County. Some money remains in Hamilton County; some must be submitted with the court papers to Fulton County. Providing separate checks will alleviate having to reject papers.

Please feel free to call for further information or clarification.