

## **RULES AND REQUIREMENTS FOR ACCEPTANCE OF CORRECTION AND RE-RECORDED DOCUMENTS**

### **CORRECTION DOCUMENTS**

- ❑ **Must be an entirely NEW document with re-executed date, signatures, and notarizations.**
- ❑ **A new 255 Affidavit must be submitted if it was previously required, or if correcting a document wherein mortgage tax was paid.**
- ❑ **A new TP-584 form & RP-5217 form must be executed for a correction deed.**
- ❑ **The reason for the correction filing must be clearly stated on page 1 of the document, OR in the affidavit (if required) including original recording information. OR an addendum may be added to the end of the document or behind the affidavit (if required) reciting the reason for the correction filing.**

### **RE-RECORDED DOCUMENTS**

- ❑ **The original UNALTERED document with County Clerk issued cover page must be submitted. NO changes, additions, removals, or alternations to any part of the document or its contents permitted.**
- ❑ **If the original cannot be obtained, you must obtain a County Clerk issued certified copy to record in its place.**
- ❑ **A new 255 Affidavit must be submitted if previously required, or if re-recording a document wherein mortgage tax was paid.**
- ❑ **The reason for re-recording cannot be recited on the original document. It must be clearly stated in the affidavit (if required) OR on an addendum page added to the end of the document or behind the affidavit (if required).**
- ❑ **Additions to the document (ie: riders or exhibits) must be placed after the last page of the original recorded/certified document, after the addendum explanation, or after the affidavit, if required.**

**-IF THE TERMS OF THE ORIGINAL RECORDED DOCUMENT ARE BEING ALTERED, A RE-EXECUTED CORRECTION DOCUMENT IS REQUIRED. RE-RECORDING IS NOT AN OPTION.**

**-IF SIGNATURES OF ANY PARTIES, INCLUDING THE NOTARY WERE OMITTED FROM THE ORIGINAL RECORDED DOCUMENT, OR IF NEW PARTIES ARE ADDED, A RE-EXECUTED CORRECTION DOCUMENT IS REQUIRED, RE-RECORDING IS NOT AN OPTION.**

### **RECORDING FEES**

\$45.00 filing, \$5.00 per page - \$5.00 for one original affidavit, if required.

Most current fees for TP-584 and RP-5217 forms, if required.

\$10.00 notification fee for deed filing (eff. 3/11/20), if required.

(Updated 09/04/25)