SHANNON RAMSEY-CHESSMAN
CLERK AD INTERIM
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

RECORDING TRANSMITTAL - PALM BEACH

ESCROW ACCOUNT # _____

To: Clerk of the Circuit Court & Comptroller, Palm Beach County

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

For Regular Mail:
P.O. Box 4177
West Palm Beach, FL 33402

Phone: (561) 355-2991
Website: https://www.mypalmbeachclerk.com/departments/recording
E-mail: COCREC93@mypalmbeachclerk.com
Copy Requests: ORWeb@mypalmbeachclerk.com

Date: _____

From: _____

_____

_____

Contact: _____

Phone: (_____) _____ Ext. _____

E-mail: _____

Your File # _____

RECORDING FEES

$10.00 = Recording fee (1st page)
$ 8.50 = Recording fee for each additional page of the same document
$ 1.00 = Indexing fee for each additional name after the first 4 names
$ 0.60 =Abstract fee for 1st legal description. $0.60 for 2nd legal description. $0.20 for each additional legal description.
$ 2.00 =Search fee is applicable if document to be recorded does not contain a written legal description. This fee is in addition to the abstract fee.
$ 2.00 =Certification Fee per Instrument
$ 1.00 =Copy Fee per page
Calculate your recording fees by accessing the Palm Beach County Recording Fees Calculator at: https://www.mypalmbeachclerk.com/html/taxcalculator.html
Certified Copies Order at:
Clerk E-Certify: Order Official Records

Please DO NOT send cash or coins by mail.

MAILING FEES

A self-addressed stamped envelope (**SASE**) 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:

$1.50 for 1 – 5 pages

$4.50 for 6 – 50 pages

$9.50 for 51 – 150 pages

151 or more pages: Postage will be calculated at time of recording.

If an **SASE** is not provided, and the amount presented is insufficient to include the above postage charge, your document(s) will be held in our office. Unclaimed documents will be destroyed after six (6) months.

STATE DOCUMENTARY STAMPS AND NON RECURRING INTANGIBLE TAXES

Deeds: Documentary Stamps are due at time of recording on all conveyance documents at a rate of $0.70 per $100 of the consideration or fraction thereof. Corrective deeds or no consideration deeds require the minimum $0.70 Documentary Stamps. If the property being transferred has a mortgage on it, the balance of the mortgage at the time of transfer is consideration for the transfer and will be taxed.

Mortgages: Documentary Stamps are due on all obligations to pay money at a rate of $0.35 per $100 of the consideration or fraction thereof on the new money amount. If the obligation is secured by real property, Intangible Taxes are due at a rate of $0.002 per $1.00 of the obligation amount.

For more detailed information on Documentary Stamps or Intangible Taxes, please contact the Florida Department of Revenue at (850) 488-6800, or you may visit their website at: 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):						Taxable Documents	Taxable Documents	Document Total
	Pages	Names	Abstracts	Searches	Certified Copies	Plain Copies	Consideration	Tax Due	
							$	$	$
							$	$	$
							$	$	$
							$	$	$
							$	$	$
							$	$	$
							$	$	$

Use additional forms as needed. Total your recording fees on the last page.

Please fill in the applicable information below:

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

Check Amount: _____

Check Number: _____

Total Fees: $

Special Instructions:

Revised 12/30//2025