

## **How to Record Deed Restriction Language**

*In this packet you will find a form that has been created to expedite the process of placing the language for the restriction on your deed. The form has been created in order to streamline and simplify this process. As opposed to having your entire deed amended with the clerk, you may use the attachment to record the restrictive language for the deed. Please follow the below instructions to file this document appropriately:*

### **How to file the included document with Bergen County Clerk's Office:**

\*Please fill out Deed Restriction form in front of a notary and have it notarized before heading over to the County Clerk's office.

The document is to be filed in person or via postal mail with the County Clerk. Emailing or fax transmission is not an option because an original copy is needed with original signatures with the seal of a notary for every person listed on the deed. The names of the deed holders must be printed on the acknowledgment.

Also, please fill in the top left-hand corner with the address of where you would like to receive a copy of the recorded deed. Please be sure to request a copy of your recorded deed from your County Clerk for your records and to show proof of filing.

### **Note: HMGP will need a copy of this Deed Restriction prior to or during Reimbursement/Closeout.**

There is a \$33 first page recording fee associated with the restriction. Checks should be made payable to the "Bergen County Clerk."

Please be advised, the County Clerk's office and information is below:

*One Bergen County Plaza  
Hackensack, NJ 07601  
Phone: (201) 336-7000 ext: 4  
Hours: 9:00am till 4:00pm*