



Cape May County Document Summary Sheet

CAPE MAY COUNTY CLERK PO BOX 5000 7 NORTH MAIN STREET CAPE MAY COURT HOUSE NJ 08210-5000	Return Name and Address
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Above Space For Official Use Only

Submitting Company						
Document Date <i>(mm/dd/yyyy)</i>						
Document Type						
No. of Pages of the Original Signed Document <i>(including the cover sheet)</i>						
Consideration Amount <i>(if applicable)</i>						
First Party <i>(Grantor or Mortgagor or Assignor)</i> <i>(Enter up to five names)</i>	Name(s)	<i>(Last Name First Name Middle Initial Suffix)</i> <i>(or Company Name as written)</i>		Address <i>(Optional)</i>		
Second Party <i>(Grantee or Mortgagee or Assignee)</i> <i>(Enter up to five names)</i>	Name(s)	<i>(Last Name First Name Middle Initial Suffix)</i> <i>(or Company Name as written)</i>		Address <i>(Optional)</i>		
Parcel Information <i>(Enter up to three entries)</i>	Municipality		Block	Lot	Qualifier	Property Address
Reference Information <i>(Enter up to three entries)</i>	Book Type	Book	Beginning Page		Instrument No.	Recorded/File Date

*DO NOT REMOVE THIS PAGE.
 COVER SHEET [DOCUMENT SUMMARY FORM] IS PART OF CAPE MAY COUNTY FILING RECORD.
 RETAIN THIS PAGE FOR FUTURE REFERENCE.

Cape May County Document Summary Cover Sheet Reference Guide

1. **Return name and Address:** This section needs a name and address to know where to return the document. Documents are returned in seven to ten business days once they are recorded.

2. **Submitting Company:** Individual person or company

3. **Document Date:** The date the document was created.

4. **Document Type:** i.e. Deed, Mortgage, Tax Sale Certificate, Inheritance Tax Waiver

5. **Number of Pages:** Count the pages and add the cover sheet.

6. **Consideration Amount:** Deeds and Mortgage have the monetary amount in the document.

7. **First Party:** Grantor is the seller. Grantors are in both Deeds and Mortgage Documents. Mortgagor is the borrower in a mortgage (homeowner).

8. **Second Party:** Grantee is the buyer. Mortgage is an entity (bank/ Mortgage company/person) that lends money to a borrower for purchasing a piece of real property.

9. **Parcel Information:** Municipality i.e. Lower Township, Middle Township, Etc.

10. **Reference information:** Needed if the document is to be linked to another document. i.e. discharge of mortgage requires a reference to the original mortgage