

## INTEROFFICE MEMORANDUM

**To:** Customers of the County Clerk's office  
**From:** Thomas G. Clingan, Albany County Clerk *TG*  
**Subj:** Revised Fee Overages Policy  
**Date:** May 16, 2008

None of us in the County Clerk's office look forward to rejecting documents submitted for recording. Rejects cost time and money both for the County Clerk's office and for our customers, and they also delay the timely recording of documents. I'm asking for your help to see that the fees collected at closings are in conformance with our fee schedule. The best way to prevent rejections is to see that the correct fee is charged in the first place.

Where there is a fee overage, up to now we have followed the policy of NOT rejecting any transaction where the amount submitted was ten dollars or less ABOVE the actual cost of the recording. This has worked well for over ten years to avoid needless rejections, while still enabling the return of any substantial excess.

At the same time, we've been hearing that our regular customers would like to see the overage threshold increased, perhaps to \$25.00, in order to further reduce rejections. I want to strike a balance here between avoiding unnecessary rejections (with the resulting delay in recording that rejections bring) and returning excess fees to the people who paid for these documents to be recorded. I believe most of our mutual customers would rather see us proceed with the recording than reject the documents and return the (up to) \$25, and this past March I circulated a memo asking how you feel about this. All of the feedback that I received was in support of this increase.

Therefore, effective June 2, 2008, we are increasing our limit on retained overages to \$25.00. I thank everyone for their input and comments on this change, and ask that you speak with me directly if you have any questions on this matter.