

**CALLING ALL NJLTA AGENCY SECTION MEMBERS!
YOUR ASSOCIATION NEEDS YOU!**

The NJLTA Recording Practices Committee has undertaken a project designed to track recording (indexing and imaging) statistics throughout the State. For this project to be successful and provide useful information, we require data on actual transactions with confirmable delivery dates which we can track.

WHO SHOULD VOLUNTEER? *Every Agency Section member. (Do not assume that another member who does business in your primary county(ies) has already signed up and will cover your county(ies) for us. The more data we receive, the more accurate this study will be.)*

WHAT IS REQUIRED? *Volunteers are requested to fax or e-mail information once per month to our consultant, Dave Ewan, using the attached form. Volunteers are requested to supply information for up to three transactions in the county(ies) in which they do business.*

WHICH TRANSACTIONS SHOULD BE REPORTED?

- *Only those for which you have confirmable delivery dates.* This means that the document(s) must have been delivered to the County Clerk/Register by your office using a commercial delivery service or hand delivery by an employee of your company. Please note: If hand-delivery by an employee is used, the employee must make a contemporaneous written record of the delivery, a copy of which must be provided to Dave Ewan with the transaction reporting form.
- *Preferably those from the last week of the month.* (However, we will take any transactions you wish to report.)
- *Up to three transactions from the county or counties in which you do business.*

WHAT IF ONE OF THE TRANSACTIONS I REPORT HAS A DOCUMENT REJECTED? *Fax or e-mail a note to Dave advising him which transaction was rejected, the reason for the rejection and, if you can determine it, the date on which the document was rejected by the Clerk/Register.*

HOW LONG WILL THIS STUDY BE CONDUCTED (I.E. HOW MANY TIMES WILL I BE EXPECTED TO DO THIS)? *We will take as many or as few reports as you are able to provide. Ideally, you would send a report once per month.*

AGENCY: _____

PHONE: _____ CONTACT: _____

COUNTY: _____

SELLER: _____

BUYER/BORROWER: _____

MORTGAGEE: _____

MUNICIPALITY: _____ LOT: _____ BLOCK: _____

STREET ADDRESS: _____

DATE OF DELIVERY TO CLERK/REGISTER: _____

METHOD OF DELIVERY: _____

COUNTY: _____

SELLER: _____

BUYER/BORROWER: _____

MORTGAGEE: _____

MUNICIPALITY: _____ LOT: _____ BLOCK: _____

STREET ADDRESS: _____

DATE OF DELIVERY TO CLERK/REGISTER: _____

METHOD OF DELIVERY: _____

COUNTY: _____

SELLER: _____

BUYER/BORROWER: _____

MORTGAGEE: _____

MUNICIPALITY: _____ LOT: _____ BLOCK: _____

STREET ADDRESS: _____

DATE OF DELIVERY TO CLERK/REGISTER: _____

METHOD OF DELIVERY: _____

FAX (856) 616-9269
OR
E-MAIL (dewan@speakeasy.net)
To Dave Ewan