

Chapter 3: Fees

§ 3-01 Fees.

(a) The fees charged by the Division of Real Property fall into the following categories:

(I) Lease application fee charged for the processing of lease applications.

(II) Title closing mortgage fees for preparation and processing of various documents used in connection with the auctioning and sale of real property by DRP.

(III) Test boring license fees.

(IV) Carnarsie cemetery fees for a certificate of burial right, perpetual care, annual care, foundation charges, interment and other services.

(V) Redemption of properties taken In Rem – management Fees.

(b) The fee schedule below lists each of these categories separately. All fees, unless otherwise specifically provided, shall be paid by certified cashier's check or postal order payable to the order of the Division of Real Property.

Category I – Lease application fee – \$25

Category II – Title closings & mortgage fees for non-residential properties sold by City

(i)	Duplicate document (e.g. mortgage, deed)	\$250
(ii)	Preparation of purchase Money mortgage and mortgage note Mortgage amount	
	Up to \$40,000	\$125
	\$40,001-\$100,000	\$250
	Over \$100,000	\$500
(iii)	Preparation of other purchase money Mortgage related documents (assignments, satisfactions, subordinations and assumptions of the purchase money mortgage)	\$150/per document
(iv)	Attendance of DRP employees at locations other than DRP office of execute transactions	\$250 for each day or part thereof for each employee
(v)	Nonrefundable mortgage application fee	1% of maximum mortgage available, but not less than \$300, nor more than \$5,000
(vi)	Auctioneer's fee due from purchaser at the auction and payable by check drawn to order of auctioneer identified at time of sale,	
	Purchase Price	Fee
	\$1,000 or less	\$10
	\$1,001 to \$5,000	\$25
	\$5,001 to \$7,500	\$35
	\$7,501 to \$25,000	\$50
	\$25,001 to \$50,000	\$75
	\$50,001 to \$75,000	\$100
	\$75,001 to \$100,000	\$150
	\$100,001 to \$200,000	\$200
	Above \$200,000	.1% of the purchase price, but in no event greater than \$500
(vii)	Assignment of purchaser's right Under memorandum of sale	\$150.00
(viii)	Assignment of contract within 7 days of sale	\$0
	Between 8 and 14 days from sale	\$100.00
	After 14 days from sale	Not Allowed
	Category III – Test Boring License fee	
	Public and Quasi Public Agencies	\$1.00
	All Other Applicants	\$350.00
	Category IV – Carnarsie Cemetery	

Schedule of Prices

Certificate of Burial Right

A certificate of burial right grants the privilege of interment or entombment in a specified grave or plot. Each grave measures 3 feet by 9 feet. Two interments may be in each grave in the traditional area and three in each grave in the park area. Each plot in the urn gardens measures 2 feet by 2 feet and permits the interment of several urns. Prices of certificates of burial rights are as follows:

Traditional Area	\$1,995.00
Park Area	\$1,995.00
Urn Gardens	\$300.00

- (ix) Perpetual care. The purchase price of all certificates of burial right includes perpetual care. Plot holders having certificates of burial right purchased prior to January 20, 1949 may provide perpetual care for their plots upon payment of \$650 per grave.
- (x) Annual care. All plot holders without perpetual care shall pay an annual care charge of \$50.00 per grave, payable each year in advance.
- (xi) Foundation charges.

Minimum foundation: 30" across by 12" wide by 3' deep	\$295.00
Every additional cubic foot or part thereof	\$30.00
- (xii) Interment and other fees.

Interment	\$625.00
Cremated remains	\$300.00
Disinterment and/or openings	\$625.00
Removal of remains (one grave to another)	\$1,250.00
Use of chapel, per day	\$225.00
Use of receiving vault per day	\$120.00
Transfer of certificate of burial right	\$80.00
[Fee inclusive of one (1) Affidavit Fee and one (1) Probe Fee for each grave]	
Affidavit Fee	\$40.00
Probe(s) each	\$40.00
- (xiii) Late charges and penalties. Arrearages in annual care charges may be assessed a late payment charge equal to 20% of the balance in arrears, except that late payment charges assessed subsequent to December 31, 1991, shall be excluded from the balance upon which late charges are assessed. Persons issuing checks returned as uncollectible shall be charged a penalty of \$15.00 per check.

Category V – Redemption of properties taken In Rem – Management fees

(i) Seven (7%) percent of all rents billed during the period of management by the City (from the date vesting through the date of release); or Twenty-Five (\$25.00) Dollars per month, or fraction thereof, during the period of management by the City; whichever is greater.

(ii) Vacant property, deriving no income, is to be charged the minimum fee of Twenty-Five (\$25.00) Dollars per month, or fraction thereof, during the period of management by the City.

Note: The Twenty-Five (\$25.00) Dollar fee is to be applied to each lot within the "property" only if the lots are not contiguous.