

**Historic Documents Preservation
Account -- \$70.00 Fee**

Monthly Document Recording Report
GP-005 – Rev. 07/2025



STATE OF CONNECTICUT
Connecticut State Library
OFFICE OF THE PUBLIC RECORDS ADMINISTRATOR
<https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp>

MUNICIPALITY:

Name of Town Clerk:

Mailing Address:

Phone with Area Code:

Email:

RECORDING PERIOD – MONTH:

YEAR:

A. Total number of Documents recorded on the land records for this period:

#

B. Number of Documents recorded on the land records on which fees were collected:

#

C. Number of Documents with a Nominee on which fees were collected:

#

D. Number of Documents on which fees were collected, excluding Documents with a Nominee [Line B – C]:

#

E. Total number of Foreclosed Property Registrations filed for this period:

#

F. Number of Foreclosed Property Registrations on which fees were collected:

#

G. Total number Documents & Registrations on which applicable fees were collected [Line D + F]:

#

H. Total amount of applicable fees collected [Line G multiplied by \$10.00]

\$

I. Amount retained by Town Clerk [Line G multiplied by \$2.00]

\$

J. AMOUNT REMITTED TO THE STATE [Line G multiplied by \$8.00]

\$

Pursuant to CGS Sec. 7-34a(d), one-half of the amount on Line J will be deposited to the State of Connecticut's **General Fund** and one-half to the **Historic Documents Preservation Account**.

SIGNATURE OF TOWN CLERK:

DATE:

Remittance is DUE BY THE 15th DAY of the following month pursuant to CGS Sec. 7-34a(d).

For example, for fees collected in January, remittance is due by February 15th.

Submit form together with check payable to TREASURER, STATE OF CONNECTICUT:

ATTN: DAS Accts Receivable - HDP

450 Columbus Blvd – STE 1101

Hartford, CT 06103-1840

- **Line B excludes Documents and Registrations on which this fee was not collected.** Any Document recorded on the land records and any Foreclosed Property Registration filed by an employee of the state or a municipality in conjunction with said employee's official duties is exempt from this fee, pursuant to CGS Sec. 7-34a(d).
- **Lines D, G, H, I, and J exclude Documents with a Nominee.** Any Document with a Nominee recorded on the land records is not subject to the Historic Documents Preservation fee distribution requirements, pursuant to CGS Sec. 7-34a(2).
- If a fee is billed, then it must be reported in the month it is collected.