

Recording Documents at Middlesex South Registry of Deeds

(Please call the Registry before visiting to check that they are open)

All data on the registry's computers is available 24 hours per day at
www.masslandrecords.com

Recording Instructions

Mail original to:

Registry of Deeds
208 Cambridge St, PO Box 68
East Cambridge, MA 02141
617-679-6310

Hand deliver original to:

208 Cambridge St
East Cambridge, MA 02141
Recording Hours M-F 8am-3:30pm
617-679-6310

**** Alternatively, some law firms have the ability to electronically record permits.**

The Registry of Deeds will not record a document without full payment.

If you are mailing a document to the Registry for recording, include the following in your package:

- Original Approved Document (Order of Conditions, Certificate of Compliance, etc.)
- A pre-paid return Priority Mail envelope that the Registry will return your recorded document to you
- Check payable to: Commonwealth of Massachusetts. The fee to register documents is \$105.00
- (Recommended) – a short letter/note explaining what document you would like to have recorded. This note should include your contact information.

It is required that **proof of recording** of document (i.e. stamped receipt or stamped document) must be filed with the Conservation Commission

DIRECTIONS From West and Central:

Take the Mass Pike (I90) to Exit 18. Follow signs for Cambridge, not Boston, proceed directly over the Charles River (River Street Bridge) into Cambridge. As soon as you are over the bridge, take a right into Memorial Drive (Route 3) and continue approximately 3 miles with the river on your right side to Route 28 (Monsignor O'Brien Highway). Take a left onto Route 28 and travel less than 1000 feet to a fork to Cambridge Street. Bear left onto Cambridge Street.