

# Recording Documents at the Middlesex South Registry of Deeds

## Middlesex South Registry of Deeds

Register of Deeds: Maria C. Curtatone  
Address: 208 Cambridge Street, East Cambridge, MA, 02141  
Office Hours: Monday - Friday, 8:00 am – 4:00 pm  
Tel: 617-679-6300  
Fax: 617-494-9083  
Email: [middlesexsouth@sec.state.ma.us](mailto:middlesexsouth@sec.state.ma.us)

Website: <https://massrods.com/middlesexsouth/>  
Recording Requirements: <https://massrods.com/middlesexsouth/recording-requirements/#1604677227716-69dd5030-ef5a>

### Hand delivery to 208 Cambridge Street, East Cambridge, MA

**COVID NOTICE:** Customers coming into the Registry will only be permitted to drop their recording packages (documents, check, return envelope) at the second floor Welcome Desk area. Registry staff will not open or process documents until the customer leaves.

- Walk in recording hours: Mon - Fri, 8:00am - 3:45pm.
- Include in packet:
  - Signed original document (paper clipped, not stapled).
  - NOTE: Identify the return name and address on the first page of the document
  - If a document refers to an attached exhibit (e.g., an Operations and Maintenance Plan), ensure the exhibit is included at the end of the document.
  - Check payable to Commonwealth of Mass. for \$105.  
Note: Telephone number and address must be on the check. (Cash is not accepted.)
  - Pre-paid, self-addressed, return envelope (that the Registry will use to confirm that the document has been properly recorded)
- Deliver it to 208 Cambridge Street, East Cambridge, MA.
- Recorded land documents will be returned by mail. Original registered land documents will be kept at the Registry once recorded as required by statute.

### By mail

- Include in mailing:
  - Signed original document (paper clipped, not stapled).
  - If a document refers to an attached exhibit (e.g., an Operations and Maintenance Plan), ensure the exhibit is included at the end of the document.
  - Check payable to Commonwealth of Mass. for \$105. Note: Telephone number and address must be on the check.
  - Pre-paid, self-addressed, return envelope (that the Registry will use to confirm that the document has been properly recorded)
- Mail to 208 Cambridge Street, East Cambridge, MA, 02141
- Recorded land documents will be returned by mail. Original registered land documents will be kept at the Registry once recorded as required by statute.