

Administrative Recording Requirements**State of New York**

Marital State: No
Trust State: No
Mortgage State: Yes
Recording Structure: 62 counties / Clerk (Register in some counties)

Required Documents: **Equalization & Assessment Report (EA-5217 or RP-5217)**
Transfer Tax Affidavit (TP-584 or TP-584.1)
Non-residents: **Certificate for Recording of Deed & Non-Resident Income Tax Payment Voucher (IT-2663)**
Property Transfer Tax Return (NYC-RPT) required for 4 Burroughs of NYC (Bronx, Kings, NY and Queens)
Mortgage Tax Affidavit of Exemption
Automated coversheet must be used for NYC register

www.nyc.gov/acris

New York City Website: <http://www.nyc.gov/html/dof/html/property/property.shtml>

Formatting of Documents:

8 1/2 x 14 maximum size
3" top margin / right hand blank/ 1" other margins
"Prepared by" name and address must be located in the top 3 1/2" left hand side on first page
Return-to name and address must be located in the top 3 1/2" left hand side on first page, under prepared by
All pre-printed text must be 9 point font or larger
All pages must be legible for photo duplication
Black ink only
Documents must be clear and cannot contain lines of any kind
Documents must not include driver's license, social security, or bank card numbers
Cover Sheet required for most counties* see listing on next page

- Legal Description:** Required for all documents except satisfactions and assignments
Section, block, lot, and parcel number are required on the first page of all documents. Full legal descriptions must include city/town, county, and state of property
- Other Requirements:** All signatures require a printed name underneath
All corporate signatures require a typed name and title underneath and a corporate seal is required
Full names and addresses for all involved parties are required on first page of all documents (PO Box not accepted) Notary certification requires date, expiration date, printed name in black ink, and county
Some counties require self addressed stamped envelope
Re-records require reason stated at top of document and must include NY 255 Affidavit
All parties on mortgages must sign all attached riders
All mortgages must include "Improved by a one or two family dwelling" clause
Reverse Mortgages require NY 255 Affidavit signed by the lender
Cema Loans require Née 255 Affidavit signed by the lender
Credit Union Mortgages require NY 253 Affidavit (partial tax exemption applies and varies by county) MERS Mortgages must include lender and MERS as mortgagee on the cover sheet
Death certificates are not recordable as individual documents or as attachments
Assignments recorded concurrently with Assumptions must include: the following verbiage: "This Assignment is not subject to the requirements of Section 275 of the Real Property Law because it is an assignment within the secondary mortgage market."
- Blanket Assignments:** Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee
- Completion Time:** 2 - 8 weeks

New York County Specifics

Miscellaneous Forms for Reference

Preliminary Residential Property Transfer Form NYC OHP-515
http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm
Affidavit in Lieu of Registration Statement NYC OHP-AFI
<http://www.nyc.gov/html/hpd/downloads/pdf/dismissal.pdf>

Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certification, and Certification of Exemption TP-584
http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm
Nonresident Real Property Estimated Income Tax Payment Form IT-2663
http://www.tax.state.ny.us/pdf/2006/killin/inc/it2663_2006_fill_in.pdf
Real Property Transfer Report RP-5217
<http://www.orps.state.ny.us/sales/rp5217nycinfo.htm>
Real Property Transfer Report RP-5217NYC
http://www.nyc.gov/html/dof/html/business/business_rec_rptt.shtml
Mortgage Recording Tax Return MT-15 and MT 15.1
http://www.tax.state.ny.us/pdf/2009/mortgage/mt15_1209.pdf

County/City Required Forms

- Albany County** Cover sheet required
Allegany County Allegany County Cover Sheet
Bronx* Online cover sheet required using ACRIS
www.nyc.gov/acris
ACRIS Online Cover Sheet FAQs
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>
Requires Affidavit in Lieu of Registration

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.
Recording Requirements are subject to change at any time without notice.

As of 3/10/2010

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction

Broome County

Payment in cashier's check required
Cover sheet required

TP-584 must be submitted with original plus a copy

Re-Records must be re-acknowledged / must be titled as "Correction Mortgage"

Cattaraugus County

Cover sheet required

Cayuga County

Cayuga County Cover Sheet / 14" paper required

Clarity pages must be included for all pages not in 9 point font size

Chautauqua County

Cover sheet required

Chemung County

Cover sheet required

Chenango County

Cover sheet required

Clinton County

Clinton County Cover Sheet

Columbia County

Supplemental Real Estate Transfer Tax Return

http://www.columbiacountyny.com/depts/ctyclerk/documents/transfer_tax.pdf

Cortland County

Cover sheet required

Delaware County

Cover sheet required

Dutchess County

Town of Red Hook Transfer Tax Return

<http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/Forms/CCRedHookTransferTax.pdf>

Instructions for Red Hook Transfer Tax Return

<http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/CCforms.htm#12792>

Erie County

Cover sheet required

TP-584 must be submitted as original plus a copy

Essex County

Cover sheet required

Franklin County

Franklin County Cover Sheet

Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2

Fulton County

Fulton County Cover Sheet

Genesee County

Cover sheet required

Greene County

Cover sheet required

Hamilton County

Hamilton County Cover Sheet

Herkimer County

Cover sheet required

Jefferson County

Cover sheet required

Kings*

Online cover sheet required using ACRIS

www.nyc.gov/acris
 ACRIS Online Cover Sheet FAQs
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>
 Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
 Payment in cashier's check required

Lewis County
Livingston County
Madison County
Montgomery County
Nassau County

Cover sheet required
 Cover sheet required
 Cover sheet required
 Montgomery County Cover Sheet
 Cover sheet required
 Payment in cashier's check required

New York*

Online cover sheet required using ACRIS
www.nyc.gov/acris
 ACRIS Online Cover Sheet FAQs
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>
 New York City Register Guide / online filing required
http://www.nyc.gov/html/dof/html/pdf/brochures/document_recording.pdf
 New York City Real Property Transfer Tax Form Booklet / online filing required
http://www.nyc.gov/html/dof/html/pub/pub_property_rptt.shtml
 New York City Checklist of Document Examination Criteria
http://www.nyc.gov/html/dof/html/pdf/02pdf/doc_exam_chklist.pdf
 New York City Mortgage Satisfaction Kit
http://www.ci.nyc.ny.us/html/dof/html/property/property_rec_deed.shtml
 Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
 Payment in cashier's check required
 Niagara County Cover Sheet

Niagara County

Oneida County

Cema Loans require original plus copy of 255 Affidavit, additional page fee applies and must be paid separately
 Cover sheet required
 Requires Assessor's stamp. They will forward to be recorded if addressed envelope enclosed. Send with \$ 30 fee to: City of Rome
 City of Rome Office of Assessor, 198 N Washington Street, Rome, NY 13440 (315) 339-7614

City of Utica Requires Assessor's stamp. Send documents with \$ 30 fee to: Assessor's Office City Hall, 1 Kennedy Plaza, Utica, NY 13502

Onondaga County

Cover sheet required

Ontario County

Cover sheet required

Orange County

Orange County Cover Sheet / 14 " paper required

Town of Warwick

Conveyance Tax Form

http://www.townofwarwick.org/Residents/Town_Hall/CPP_Tax_Form_Rev3.pdf

Orleans County

Orleans County Cover Sheet

Oswego county

Oswego County Cover Sheet

Otsego County

Otsego County Cover Sheet

Putnam County

Putnam County Cover Sheet

Payment in cashier's check required

Queens*

Online cover sheet required using ACRIS
www.nyc.gov/acris
 ACRIS Online Cover Sheet FAQs
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>
 Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
 Payment in cashier's check required

Rensselaer County
Richmond County

Satisfactions do not require a cover sheet
Richmond County online filing required
<http://www.richmondcountyclerk.com/coverpage.htm>

RELTCO

Also requires Smoke Detector Affidavit, RPT Form PGS1-5, RPT Form PGS6-20, and Affidavit in Lieu of Registration
 All pages must be numbered sequentially
 RP-5217NYC required

- Rockland County** <http://www.rocklandcountyclerk.com/clerkforms/aff255taxlaw.html>
- Saratoga County** Cover sheet required
Documents must be attached with a binder clip, no stapling accepted
- Schenectady County** Schenectady County Cover Sheet
- Schoharie County** Cover sheet required
- Schuyler County** Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2
- Seneca County** Seneca County Cover Sheet
- St. Larence County** Cover sheet required **Steuben**
- County** Cover sheet required
- Suffolk County** Suffolk County Cover Sheet / 14" paper required
Peconic Bay Region Preservation Fund Filing Form
Re-Records must be re-acknowledged
Payment in cashier's check required
Legal descriptions must include file map number
- Sullivan County** Cover sheet required **Tioga**
- County** Tioga County Cover Sheet
- Tompkins County** Cover sheet required **Ulster**
- County** Cover sheet required
- Warren County** Warren County Cover Sheet
- Washington County** Cover sheet required **Wayne**
- County** Cover sheet required **Westchester**
- County** Westchester County Cover Sheet
- City of Mt. Vernon City of Mt Vernon Real Property Transfer Tax
- City of Yonkers City of Yonkers Real Property Transfer Tax
Pay ent in cashier's check required
- Wyoming County** Cover sheet required
- Yates County** Cover sheet required

