



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

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

Broome County 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 Cover sheet required
Livingston County Cover sheet required
Madison County Cover sheet required
Montgomery County Montgomery County Cover Sheet
Nassau County 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

Niagara County Cover Sheet

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
City of Rome of Rome Office of Assessor, 198 N Washington Street, Rome, NY 13440 (315) 339-7614

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

Satisfactions do not require a cover sheet

Richmond County

Richmond County online filing required

<http://www.richmondcountyclerk.com/coverpage.htm>

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

Payment in cashier's check required

Wyoming County

Cover sheet required

Yates County

Cover sheet required