

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
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

Niagara County Cover Sheet

Cema Loans require original plus copy of 255 Affidavit , additional page fee applies and must be paid separately

Oneida County

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

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

<http://www.rocklandcountyclerk.com/clerkforms/aff255taxlaw.html>

Rockland County

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