

# LAND RECORDS REQUIREMENTS - INDEX

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# LAND RECORD REQUIREMENTS

## ASSUMPTION AGREEMENT

1. DOCUMENT MUST BE DATED SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  4. RECITAL OF ORIGINAL BOOK/PAGE OR INSTRUMENT # REQUIRED
- FEES:
- TO FILE – PER PAGE..... 5.00  
PLUS FILING.....45.00

## BOUNDARY LINE AGREEMENT

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  4. TP-584 FORM REQUIRED (MOST CURRENT VERSION)
  5. PROPERTY DESCRIPTION REQUIRED
- FEES:
- TO RECORD – PER PAGE.....5.00  
TP-584 FORM.....6.00  
PLUS FILING.....45.00

## BUILDING LOAN AGREEMENT

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. PROPERTY DESCRIPTION REQUIRED.
  4. §22 AFFIDAVIT (COSTS) REQUIRED.
- FEES:
- TO RECORD .....\$25.00

## CONSOLIDATION/EXTENSION/MODIFICATION AGREEMENT

1. DOCUMENT MUST BE DATED, SIGNED (BOTH BORROWER AND LENDER) AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  4. ONE ORIGINAL \$255 AFFIDAVIT REQUIRED.
  5. ENTIRE CHAIN OF TITLE MUST BE RECITED ON AGREEMENT AND AFFIDAVIT
- FEES:
- TO RECORD – PER PAGE..... 5.00  
PLUS FILING.....45.00  
PLUS FEE FOR §255 AFFIDAVIT.....5.00

## MAINTENANCE AGREEMENT

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. PROPERTY DESCRIPTION REQUIRED.
  4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN
- FEES:
- TO RECORD – PER PAGE..... 5.00  
PLUS FILING.....45.00
- NOTE: TP584 NOT REQUIRED UNLESS RELATING TO AN EASEMENT.

## SPREADER AGREEMENT

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. PROPERTY DESCRIPTION REQUIRED.
  4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  5. ONE ORIGINAL \$255 AFFIDAVIT REQUIRED.
  6. ORIGINAL MORTGAGE RECORDING INFORMATION MUST BE RECITED.
- FEES:
- TO RECORD – PER PAGE..... 5.00  
PLUS FILING.....45.00  
\$255 AFFIDAVIT FEE.....5.00
- NOTE: MAY BE SUBJECT TO MORTGAGE TAX ON ANY FURTHER MONEY ADVANCED.

**SUBORDINATION AGREEMENT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
3. ADDRESSES OF ALL PARTIES REQUIRED.
4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
5. ORIGINAL MORTGAGE RECORDING INFORMATION MUST BE RECITED.
6. PROPERTY DESCRIPTION REQUIRED.

## FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50

**NEGATIVE PLEDGE AGREEMENT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. ORIGINAL MORTGAGE RECORDING INFORMATION MUST BE RECITED.

## FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50

**ROAD WIDENING AGREEMENT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. PROPERTY DESCRIPTION REQUIRED.
4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN

## 5. FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50

NOTE: TP-584 MAY BE REQUIRED.

**ANNUAL STATEMENT FOR A PUBLIC UTILITY**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN

## FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50

**APPROPRIATION**

1. TP-584 REQUIRED.
  2. ORIGINAL DEED REFERENCE REQUIRED.
- NO FEE

**ASSIGNMENT OF MORTGAGE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN
4. MUST RECITE RECORDING INFORMATION OF ORIGINAL MORTGAGE AND ALL INTERVENING ASSIGNMENTS, MTGS AND CEMAS
5. REQUIRED §275 CLAUSE: "THIS ASSIGNMENT IS NOT SUBJECT TO THE REQUIREMENTS OF § 275 OF THE REAL PROPERTY LAW BECAUSE IT IS AN ASSIGNMENT WITHIN THE SECONDARY MORTGAGE MARKET" OR BE ACCOMPANIED BY AN AFFIDAVIT PER NYS DEPT OF TAXATION & FINANCE

## FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50  
 EACH ADDITIONAL MORTGAGE RECITED.....3.00  
 FOR AFFIDAVIT IN LIEU OF 275 CLAUSE.....5.00

**ASSIGNMENT OF RENTS & LEASES**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN
4. TP-584 OR ORIGINAL §255 AFFIDAVIT REQUIRED

## FEES:

TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50  
 TP-584 FORM.....6.00

## OR:

§255 AFFIDAVIT .....5.00

**ASSIGNMENT OF PROCEEDS FROM REAL PROPERTY**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.  
NO FEE

**BLANKET ASSIGNMENTS**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  4. REQUIRED §275 CLAUSE: "THIS ASSIGNMENT IS NOT SUBJECT TO THE REQUIREMENTS OF § 275 OF THE REAL PROPERTY LAW BECAUSE IT IS AN ASSIGNMENT WITHIN THE SECONDARY MORTGAGE MARKET" OR BE ACCOMPANIED BY AN AFFIDAVIT PER NYS DEPT OF TAXATION & FINANCE
- FEES:  
 TO RECORD – PER PAGE..... 5.00  
 PLUS FILING.....45.50  
 EACH ADDITIONAL MORTGAGE CITED.....3.00  
 AFFIDAVIT IN LIEU OF 275 CLAUSE.....5.00  
 NOTE: LIMIT OF 10 MORTGAGES PER DOCUMENT.

**BUSINESS CERTIFICATES (SOLE PROP., PARTNERS, AMENDMENT)**

1. ALL BUSINESS CERTIFICATE FORMS PURCHASED AT THIS OFFICE ARE \$1.00 EACH.
  2. MUST RECITE STREET ADDRESS, NO PO BOXES PERMITTED.
- FEES:  
 \$25.00 .....MUST BE CASH OR ATTORNEYS CHECK  
 \$ 5.00.....PER CERTIFIED COPY

**BUSINESS CERTIFICATE - DISCONTINUANCE**

1. MUST RECITE ORIGINAL CERTIFICATE INFORMATION.  
NO FEE  
\$ 5.00.....PER CERTIFIED COPY

**CANCELLATION OF TAX DEED**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.  
NO FEE

**CERTIFICATE OF ABANDONMENT**

1. DOCUMENT MUST BE DATED.
- FEES:  
 TO FILE.....\$45.00  
 PER PAGE.....5.00

**CERTIFICATE DISCHARGING PROPERTY SUBJECT TO ESTATE TAX LIEN**

1. NO FEE IF FILED BY IRS

**CERTIFICATE OF DISCHARGE OF PROPERTY FROM FTL**

1. NO FEE IF FILED BY IRS.

**CERTIFICATE OF NONATTACHMENT OF FTL**

1. NO FEE IF FILED BY IRS

**CERTIFICATE OF REDEMPTION**

1. MUST RECITE ORIGINAL RECORDING INFORMATION
2. NO FEE IF FILED BY UNITED STATES
3. IF FROM THE TOWN:  
 TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**CERTIFICATE OF REDUCTION**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

## FEES:

TO FILE.....\$45.50  
 PER PRINTED PAGE.....5.00

**CERTIFICATE OF INCORPORATION - ALL TYPES**

1. ALL CORPORATIONS/INCORPORATION ARE FILED THROUGH ALBANY.
2. FOR FURTHER INFORMATION CALL **1-900-835-2677** OR **1-518-473-2492**

**CONDOMINIUM DECLARATION**

1. TO FILE IN LAND RECORDS MUST HAVE:

-INDEX NUMBER  
 -CONDO FLOOR PLANS SIGNED BY ARCHITECT  
 -VERIFIED STATEMENT OF ARCHITECT AND UNIT DESIGNATION OF ASSESSOR  
 -DECLARATION AND BY-LAWS OF CONDOMINIUM  
 -LEGAL DESCRIPTION OF PROPERTY WITH UNIT DESIGNATIONS AND % OF COMMON ELEMENTS  
 -MUST BE SIGNED AND NOTARIZED.

## RECORDING FEES FOR LAND RECORDS ONLY:

TO RECORD.....\$45.00  
 PER PRINTED PAGE.....5.00

**CONTRACT OF SALE OR MEMORANDUM OF CONTRACT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION NOT REQUIRED UNLESS SO STATED.
5. ORIGINAL CONTRACT NOT REQUIRED FOR PRESENTATION.
6. TP-584 REQUIRED

## FEES:

TO RECORD.....45.50  
 PER PRINTED PAGE.....5.00  
 TP-584.....6.00

**DECLARATION OF RESTRICTIVE COVENANT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED.
5. IF FROM THE TOWN OF ORANGETOWN, ALL PROPERTY OWNERS MUST BE RECITED.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**DEED**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED.
5. TP-584 AND RP-5217 FORMS REQUIRED.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP-584.....6.00  
 TRANSFER TAX.....\$4.00 PER THOUSAND (IF APPLICABLE)  
 RP-5217.\*As of 6/1/09, \$125.00 for residential and agricultural property, \$250.00 for all other property

**TAX DEED**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION OR TAX MAP DESIGNATION REQUIRED.
5. TP-584 FORM AND RP-5217 FORM REQUIRED.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP-584.....6.00  
 TRANSFER TAX.....\$4.00 PER THOUSAND (IF APPLICABLE)  
 RP-5217 \*As of 6/1/09, \$125.00 for residential and agricultural property, \$250.00 for all other property  
 NO FEE IF FILED BY COUNTY

**DEED OF GUARDIANSHIP**

1. DOCUMENT MUST BE DATED., SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED.
5. TP-584 AND RP-5217 FORMS NOT REQUIRED

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**REFEREE'S DEED****-See Deed****SHERIFF'S DEED****-See Deed****DISCLAIMER (LOT LINE)**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. NAMES AND ADDRESSES OF ALL PROPERTY OWNERS CLAIMING APPROVAL REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. TAX MAP PARCELS MUST BE RECITED

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**EASEMENT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED
5. TP-584 FORM REQUIRED

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP584.....6.00

**RIGHT OF WAY EASEMENT BY UTILITY**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED. (OR MAP)

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 IF TP-584 PRESENTED.....6.00

**ESTOPPEL CERTIFICATE**

1. MUST BE SIGNED AND NOTARIZED.
2. ORIGINAL MORTGAGE REFERENCE REQUIRED.

## FEES:

TO FILE.....\$45.50  
 PER PRINTED PAGE.....5.00

**LEASE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. PROPERTY DESCRIPTION REQUIRED.
5. TP-584 FORM REQUIRED.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP584.....6.00

**LIEN FOR COMMON CHARGES**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED WITH "SWORN TO" ACKNOWLEDGMENT.
2. MUST RECITE ALL OWNERS NAMES, ADDRESS, UNIT NUMBER & NAME OF CONDOMINIUM.
3. MUST RECITE AMOUNT OF UNPAID COMMON CHARGES

## FEES:

TO FILE.....\$15.00

**RELEASE OF LIEN FOR COMMON CHARGES**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED WITH "SWORN TO" ACKNOWLEDGMENT.
2. MUST RECITE ALL OWNERS NAMES, ADDRESS, UNIT NUMBER & NAME OF CONDOMINIUM.
3. ORIGINAL COMMON CHARGES LIEN REFERENCE REQUIRED.

NO FEE

**CRIME VICTIM LIEN**

1. MUST BE SIGNED.

NO FEE

**NOTICE OF FEDERAL TAX LIEN**

## FEES:

SUBMITTED DIRECTLY FROM IRS.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....40.00

**RELEASE OF FEDERAL TAX LIEN**

## 1. FEES:

SUBMITTED DIRECTLY FROM IRS.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....40.00

**REFILE FEDERAL TAX LIEN**

## FEES:

SUBMITTED DIRECTLY FROM IRS.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....40.00

**WITHDRAWAL OF FEDERAL TAX LIEN**

NO FEE

**HOSPITAL LIEN**

1. MUST BE DATED AND SIGNED. NOTARIZATION NOT REQUIRED

## FEES:

SUBMITTED ON BEHALF OF THE STATE.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....\$5.00

**MECHANIC'S LIEN & AFFIDAVIT OF SVC OF MECHANICS LIEN**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED WITH "SWORN TO" ACKNOWLEDGMENT
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. MUST RECITE PROPERTY LOCATION.
4. CANNOT ADD ATTORNEY FEES TO LIEN
5. AFFIDAVIT OF SVC OF MECHANICS LIEN MUST BE SUBMITTED WITH COPY OF FILED LIEN

**FEES:**

TO FILE MECHANICS LIEN.....\$15.00  
 TO FILE AFFIDAVIT OF SERVICE.....\$5.00

**EXTENSION OF MECHANIC'S LIEN**

FILED ON COMMERCIAL PROPERTY ONLY WITHIN 1 YEAR OF FILING ORIGINAL MECHANICS LIEN  
 NO FEE TO FILE  
 MUST RECITE SAME INFORMATION AS ORIGINAL MECHANICS LIEN WITH RECORDING INFO

**NOTICE OF ENVIRONMENTAL LIEN**

1. DOCUMENT MUST BE SIGNED AND NOTARIZED.
  2. PROPERTY DESCRIPTION OR FILED TAX MAP IDENTIFIERS REQUIRED
- NO FEES WHEN FILED ON BEHALF OF THE STATE.

**ORDER CONTINUING MECHANIC'S LIEN****FEES:**

SUBMITTED DIRECTLY FROM THE COURT.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....45.00 TO FILE  
 TO FILE PER PAGE.....5.00

**DISCHARGE OF MECHANICS LIEN BY PAYMENT OR BY SURETY BOND**

1. NO FEE.

**DISCHARGE OF MECHANICS LIEN BY COURT ORDER****FEES:**

SUBMITTED DIRECTLY FROM THE COURT.....NO FEE  
 SUBMITTED BY AN INDIVIDUAL.....45.00 TO FILE  
 TO FILE PER PAGE.....5.00

**REAL ESTATE BROKER'S LIEN**

1. MUST RECITE NAME AND LICENSE # OF BROKER
2. MUST RECITE NAME OR SELLER OR PERSON RESPONSIBLE FOR PAYING COMMISSION.
3. MUST ATTACH COPY OF THE WRITTEN AGREEMENT, IF ANY.
4. PROPERTY DESCRIPTION REQUIRED.
5. MUST RECITE AMOUNT OF COMMISSION CLAIMED.
6. MUST INCLUDE DESCRIPTION OF BROKERAGE SERVICES.
7. NO AFFIDAVIT OF SERVICE HAS TO BE FILED AND THE OWNER IS NOT SERVED NOTICE.
8. MUST BE SIGNED AND NOTARIZED.

**FEES:**

FILING.....\$45.00  
 PER PAGE FEE.....5.00

**SOCIAL SERVICES LIEN**

FILED BY DEPT. OF SOCIAL SERVICES OR AGENT THEREOF

**MEDICAID REAL PROPERTY LIEN**

FILED BY DEPT. OF SOCIAL SERVICES OR AGENT THEREOF

**MORTGAGE-GENERAL INSTRUCTIONS**

1. MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. PROPERTY DESCRIPTION REQUIRED.
  4. MUST CONTAIN A PROPERTY IMPROVEMENT CLAUSE:  
PREMISES IMPROVED BY:  
( ) 1-2 FAMILY DWELLING  
( ) 3-6 FAMILY DWELLING  
( ) OTHER, NOT IMPROVED, COMMERCIAL, VACANT OR OVER 6 FAMILY.
  5. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
- FEES:  
 TO FILE.....\$45.00  
 PER PAGE..... 5.00  
 PLUS MORTGAGE TAX (GENERALLY 1.30% OF SECURED AMOUNT)

**COLLATERAL MORTGAGE**

1. FOLLOW "MORTGAGE-GENERAL INSTRUCTIONS" .  
ADDITIONAL REQUIREMENTS:
2. MUST INCLUDE \$255 AFFIDAVIT
3. MUST STATE THAT PROPERTY IS COLLATERAL SECURITY FOR A PRIOR RECORDED MORTGAGE INCLUDING RECORDING INFORMATION FOR PRIOR MORTGAGE.

**CONSOLIDATION MORTGAGE**

1. FOLLOW "MORTGAGE-GENERAL INSTRUCTIONS".  
ADDITIONAL REQUIREMENTS:
2. RECORDING INFORMATION OF ALL PRIOR RELATED RECORDINGS MUST BE RECITED.
3. MUST INCLUDE \$255 AFFIDAVIT
4. MORTGAGE TAX IS IMPOSED IF MONEY IS ADVANCED.
5. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

**REVERSE MORTGAGE**

1. FOLLOW "MORTGAGE GENERAL INSTRUCTIONS"
  2. NO TAX IS DUE - \$252-A AFFIDAVIT REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
- FEES:  
 RECORDING.....\$45.00  
 PER PRINTED PAGE.....5.00  
 AFFIDAVIT.....5.00

**MEMORANDUM OF LEASE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. ADDRESSES OF ALL PARTIES REQUIRED.
  3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
  4. PROPERTY DESCRIPTION REQUIRED
  5. TP-584 FORM REQUIRED.
- FEES:  
 TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP-584.....6.00

**NOTICE OF ASSESSMENT OR UNPAID ASSESSMENTS**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
  2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
- FEES:  
 TO RECORD.....\$15.00

**NOTICE OF LENDING**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED WITH "SWORN TO" ACKNOWLEDGMENT.
  2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
  3. PROPERTY DESCRIPTION REQUIRED
- FEES: .....\$15.00

**SATISFACTION OF NOTICE OF LENDING**

1. MUST RECITE RECORDING INFORMATION OF ORIGINAL NOTICE OF LENDING.
2. NO FEE

**OPTION TO PURCHASE OR LEASE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
3. PROPERTY DESCRIPTION REQUIRED.
4. TP-584 FORM REQUIRED.
5. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP-584 FORM.....6.00  
 TRANSFER TAX.....\$4.00 PER THOUSAND (IF APPLICABLE)

**ORDER EXTENDING DISTRICT**

1. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**POWER OF ATTORNEY**

ALL POWERS OF ATTORNEY WITH AN EXECUTION DATE OF 7/28/09 TO PRESENT MUST CONFORM TO THE NYS STATUTORY SHORT FORM IF EXECUTED IN NYS

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

## FEES:

TO FILE.....\$45.00  
 PER PRINTED PAGE.....5.00

**RELEASE OF ASSIGNMENT OF RENTS**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
3. MUST RECITE RECORDING INFORMATION OF ORIGINAL ASSIGNMENT OF RENT.
4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

## FEES:

TO RECORD.....\$45.50  
 PER PRINTED PAGE.....5.00

**RELEASE OF EASEMENT**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
3. PROPERTY DESCRIPTION OR TAX MAP DESIGNATION REQUIRED.
4. TP-584 FORM REQUIRED.
5. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

## FEES:

TO FILE .....\$45.00  
 PER PRINTED PAGE.....5.00  
 TP-584.....6.00  
 TRANSFER TAX.....\$4.00 PER THOUSAND (IF APPLICABLE)

**RELEASE OF MORTGAGE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.
3. MUST RECITE ORIGINAL MORTGAGE AND ALL INTERVENING ASSIGNMENTS, MTGS AND CEMAS.

## FEES:

TO RECORD.....\$45.50  
 PER PRINTED PAGE.....5.00  
 ADDITIONAL MTGS CITED.....50 EACH

**RELEASE OF ESTATE TAX LIEN**

1. MUST RECITE DEED RECORDING INFORMATION.

FEES:

TO RECORD.....\$45.00

PER PRINTED PAGE.....5.00

**RELIGIOUS CORPORATION**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.

2. MUST RECITE NAMES AND ADDRESSES OF ALL OFFICERS OF THE CORPORATION.

3. BUSINESS ADDRESS MUST BE IN ROCKLAND COUNTY.

4. CANNOT BE A NOT-FOR-PROFIT CORPORATION.

5. DBA FOR A RELIGIOUS CORPORATION IS FILED IN ALBANY (§130)

FEES:

TO RECORD.....\$45.00

PER PRINTED PAGE.....5.00

**REVOCACTION OF POWER OF ATTORNEY**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.

2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.

3. MUST RECITE ORIGINAL POA RECORDING INFORMATION.

4. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

FEES:

TO RECORD.....\$45.00

PER PRINTED PAGE.....5.00

**RESOLUTION**

1. CERTIFICATION BY TOWN CLERK OF THE RESPECTIVE TOWN REQUIRED.

2. MUST HAVE PROPOSED MAP ATTACHED.

FEES:

TO RECORD.....\$45.00

PER PRINTED PAGE.....5.00

**RIGHT OF FIRST REFUSAL**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.

2. NAMES AND ADDRESSES OF ALL PARTIES REQUIRED.

3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

4. PROPERTY DESCRIPTION REQUIRED.

5. TP-584 FORM REQUIRED.

FEES:

TO FILE.....\$45.00

PER PRINTED PAGE.....5.00

TP-584.....6.00

TRANSFER TAX.....\$4.00 PER THOUSAND (IF APPLICABLE)

**RIGHT OF WAY**  
**- SEE EASEMENT****SATISFACTION OF ASSIGNMENT OF PROCEEDS**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.

2. NO FEE

**SUPPLEMENTAL INDENTURE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.

2. ADDRESSES OF ALL PARTIES REQUIRED.

3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.

FEES:

TO FILE.....45.00

PER PRINTED PAGE.....5.00

**SATISFACTION OF MORTGAGE**

1. DOCUMENT MUST BE DATED, SIGNED AND NOTARIZED.
2. ADDRESSES OF ALL PARTIES REQUIRED.
3. S.A.S.E. WITH SUFFICIENT POSTAGE REQUIRED FOR DOCUMENT RETURN.
4. MUST RECITE RECORDING INFORMATION OF ORIGINAL MORTGAGE AND ALL INTERVENING ASSIGNMENTS, MTGS AND CEMAS

## FEES:

TO FILE.....45.50  
 PER PRINTED PAGE.....5.00  
 ASSIGNMENT RECITALS..... .50 EACH

FOR EACH ADDITIONAL MORTGAGE RECITED BEYOND THE 1<sup>ST</sup> ONE ADD:

IF DOC IS 1 PAGE: \$30.50 EACH  
 IF DOC IS 2 PAGES: \$35.50 EACH  
 IF DOC IS 3 PAGES: \$40.50 EACH...ETC.....

**SUBDIVISION MAPS**

1. MUST BE PERMANENT INK ON LINEN OR MYLAR.
2. MUST BE SIGNED BY PLANNING BOARD WITHIN 60 DAYS.
3. MUST HAVE LICENSED LAND SURVEYOR'S ORIGINAL SEAL OR STAMP AND CERTIFICATION.
4. MUST INCLUDE SURVEYOR'S ORIGINAL SIGNATURE AND LICENSE NUMBER.
5. MUST INCLUDE CONFLICT CLAUSE: "THIS PLAT DOES NOT CONFLICT WITH THE COUNTY OFFICIAL MAP, AND HAS BEEN APPROVED IN THE MANNER SPECIFIED IN §239N OF THE GENERAL MUNICIPAL LAW WHEN APPLICABLE."
6. MORE THAN FOUR LOTS MUST BE ENDORSED BY THE HEALTH DEPARTMENT.
7. SIZE: MINIMUM: 8 ½" X 11", MAXIMUM: 34" X 44"
8. MUST HAVE LETTER FROM THE COUNTY COMMISSIONER OF FINANCE AND RECEIVER OF TAXES OF THE TOWN OR VILLAGE, STATING THAT THE TAXES HAVE BEEN PAID.
9. MUST HAVE LETTER FROM THE REAL PROPERTY TAX SERVICES (DEPT OF FINANCE).
10. MUST HAVE ENDORSEMENT BY DRAINAGE DEPT.

## FEES:

TO FILE..... 10.00  
 COPY FEE.....5.00 EACH

**TERMINATION OF TEMPORARY EASEMENTS**

1. MUST RECITE RECORDING INFORMATION OF ORIGINAL EASEMENT & COURT INDEX #
2. MUST BE SIGNED BY CLERK/DEPUTY.
3. NO FEE