

**CITY OF NEW YORK  
DEPARTMENT OF FINANCE**

Pursuant to the power vested in me as Commissioner of Finance by sections 389(b), 1043 and 1525 of the New York City Charter, I hereby promulgate the within Rules Relating to the Office of the City Register, which are necessary to carry out the powers and duties delegated to the Commissioner of Finance by section 1525 of the New York City Charter.

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Alfred C. Cerullo, III  
Commissioner of Finance

**RULES RELATING TO THE OFFICE OF THE CITY REGISTER**

Section 1. Title 19 of the Rules of the City of New York is amended to add a new chapter 42 thereto to read as follows:

42-01. Requirement of Recording and Endorsement Page. Any person presenting a document affecting real property to the Office of the City Register of the City of New York for recording and indexing shall complete and submit with the document a recording and endorsement page on a form to be supplied by the City Register. The recording and endorsement page shall be considered a part of the document to be recorded.

**BASIS AND PURPOSE OF THE RULE**

Section 316 of the Real Property Law authorizes the City Register to adopt a new indexing system using any method she deems suitable for maintaining the indexes. In order to make the recording, filing and indexing process more efficient, the City Register wishes to require a Recording and Endorsement Page to be filed with each recorded or filed instrument. Such a cover page would be attached to each instrument and would summarize all of the information pertaining to the recording and filing as well as providing space to enter the necessary recording stamps and fees. This rule sets forth the Page requirement.

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Alfred C. Cerullo, III  
Commissioner of Finance