



CHECKLIST FOR DOCUMENT RECORDING

A. GENERAL REQUIREMENTS – Required for ALL transactions.

1. The name and address of the parties as written in the document; should match the Endorsement Cover Page
2. The New York State acknowledgement has the current acceptable wording, and includes the venue, date (should not predate the document) and name
3. The document must be dated and signed
4. The Block and lot shown in the document matches the Endorsement Cover Page
5. Provide an address, a metes and bounds description or the block (s) and lot (s) in the document.
6. All required exhibits, schedules and cross references are included
7. The correct property type is cited in the document.
8. The correct document type is cited on the Endorsement Cover Page.
9. All names reflected in the document, should be listed separately on the Endorsement Cover Page

B. POWER OF ATTORNEY

1. "Attorney in Fact" is referenced under Power of Attorney signature.
2. Power of Attorney should have the recording information or simultaneously recording language.
3. Power of Attorney is valid for the document and allows the attorney to conduct real estate transactions

C. RECORDING A DEED

1. A completed NYC Real Property Transfer Return including Social Security or Employee Identification Number
2. A completed NYS TP-584
3. A completed NYC-RP 5217
5. The Contract of Sale or closing statement is attached to NYC-RPT if the consideration is \$400,000 and over.
6. A completed Smoke detector form for 1 or 2 family dwelling
7. Complete the The HPD Affidavit in Lieu of Registration form or include a copy a completed HPD Registration application

D. RECORDING A MORTGAGE

1. Include the correct type of property /or the property clause in the document
2. If an exemption from the mortgage tax is claimed: an affidavit must be included citing ALL original or simultaneous mortgage details, including the applicable section of law and original tax paid
3. The amount of the mortgage is cited in the document and/or the maximum neg. amortization.
4. If two condominium units are combined to form one unit; include a notarized letter from the architect or borrower, stating the combined unit is using just one kitchen
5. The mortgage amount or taxable amount must be on the Endorsement Cover Page
6. If the Recording and Endorsement Cover Page indicates an Apportionment; the document must cite an apportionment.

E. RECORDING A CONSOLIDATION, MODIFICATION, EXTENSION AGREEMENT

1. if an exemption from the mortgage tax is claimed; an affidavit must be included citing ALL original or simultaneous mortgage details, including the applicable section of law and original tax paid.
2. All mortgages must add up to the new consolidated amount, and include the pay down value of the mortgages that are being consolidated.

F. RECORDING A SATISFACTION OF A MORTGAGE

1. All the original mortgage recording information, assignments, consolidations and modifications including the amount secured must be included in the document
2. The Mortgagor ("borrower") should be listed as PARTY ONE, and the original Mortgagee ("lender") listed as Party Two on the Recording and Endorsement Cover Page
4. Mortgage holder chain listed, with the correct number of mortgages being satisfied
5. The party signing the satisfaction should be the last legal holder of record

G. RECORDING AN ASSIGNMENT OF A MORTGAGE

1. Include the recording information of the original mortgage (Must include the B/B/L, dates, parties, and dollar amount)
2. If the mortgage chain is included on the 255 affidavit, include the information for all previous assignments. (Not needed to record but if started, must be complete.)
3. Include the 275 clause.
4. List all multiple mortgages, consolidations and modifications in detail.

H. RECORDING A CORRECTION DOCUMENT

1. The corrected document must cite the recording information of the original recorded document and clearly state the correction.
2. The names of the parties on the corrected document must match the names in the original document.
3. If new information or documents are being submitted; the appropriate section must be referenced.

I. RECORDING A MEMORANDUM OF LEASE - EASEMENT

1. A completed NYS TP – 584
2. A Completed NYC RPT with Social Security or Employee Identification Number
3. Provide a copy of the Lease with NYC RPT
3. The Memorandum of Lease must include a date of execution, terms of lease, date of commencement and termination
4. If the Rights of Renewal are included in the document; the maximum period and date(s) such rights are exercisable and must be stated

Corrected documents may be resubmitted at any time under the same Recording and Endorsement Cover Page.

If you need additional information, please read "FAQ: General Acris Information "available at nyc.gov/acris.