



## REGISTERED SUBMITTER REGISTRATION AGREEMENT AND ENROLLMENT FOR E-RECORDING

Send application to: Division of Land Records, City Register, NYC Department of Finance, 66 John Street, 13th floor, New York, NY 10038. To enter into this agreement and enroll as a registered submitter, you must already be a registered ACRIS user. For instructions and information, visit [nyc.gov/acris](http://nyc.gov/acris).

By signing and submitting this form, the following Registered Submitter is entering into an agreement with the NYC Department of Finance, City Register's Office relating to the rights and responsibilities of both the Registered Submitter and the City Register as recording officer concerning electronic recording. The Registered Submitter agrees to the following terms and conditions relating to electronic recording and filing established by the City Register's Office:

Authorized Submitter: (referred to in this agreement as "Registered Submitter")

Business Name:

Date:

Address:

Phone Number:

Email Address:\*

\* This email address must be the same email address used to log into ACRIS. The procedure for updating contact information is available within ACRIS on the modify ACRIS/NYC.ID profile screen.

By entering this agreement, the Registered Submitter agrees to and acknowledges ***the following terms and conditions***, and agrees to comply with all applicable laws, rules, regulations and policies or other requirements of the City Register in connection with e-recording or submitting and recording instruments using the ACRIS system:

1. The Registered Submitter shall comply with all laws, rules, regulations and policies that apply to the electronic recording of instruments affecting real property.
2. The City Register may, in its sole discretion, enter into agreements for electronic recording with one or more portal companies. If electronic recording is made available through portal companies, this agreement shall apply to the electronic recording using such portal company in the same manner as if the electronic recording was made directly through ACRIS, provided however that in such case the portal company will be considered the Registered Submitter.
3. The Registered Submitter agrees to the manner in which the City Register will electronically verify and authenticate their identity. The Registered Submitter's identity will be electronically verified and authenticated each time the user logs into ACRIS using the Registered Submitter's unique user name and password established for the Registered Submitter's account.
4. The City Register will accept the following model of electronic recording:
  - a. **Property Records Industry Association Model 2** ("Model 2")  
**Model 2 consists of:** A document either (A) created in paper, signed in ink and converted into an electronic format or (B) created and signed electronically. Such a document is sent to the Recording Officer for recording in an electronic format (ACRIS currently requires a PDF), accompanied by the required indexing information, but without such information being embedded in the document.

The City Register reserves the sole right to change the model of electronic recording at any time.

5. Digitized paper documents submitted for electronic recording must be properly submitted in recordable form as required by any law, rule, regulation or policy established for recording with the City Register's office through the ACRIS system. Digitized paper documents submitted for electronic recording that fail to meet such requirements will be rejected.
6. The Registered Submitter is responsible for the review of documents submitted, and must preview the documents prior to submission to ensure the submission is complete, accurate and that the cover page and related documents correctly identify and reflect the documents submitted.

7. The Registered Submitter shall timely pay all applicable taxes, charges and fees. Any recording or other related fees, taxes or charges due together with or at the time of the electronic submission for recording must be paid in an electronic format. Electronic recording submissions will be rejected if such payments are not made in an electronic format.
8. The City Register's business hours are: Monday to Friday, except for City of New York holidays, from 8:30 am to 4:30 pm in Manhattan and 9:00 am to 4:30 pm in the Queens, Brooklyn and Bronx offices. The addresses for these offices are available at [www.nyc.gov/finance](http://www.nyc.gov/finance). Days, hours and locations may change without notice at the sole discretion of the New York City Department of Finance.
- a. **Notification of Recording:** When an electronic document is recorded following examination by the City Register's Office, an electronic notification will be sent to the Registered Submitter at the email address that the Registered Submitter uses to log into ACRIS or to an updated email address provided to the City Register using the procedures specified by the City Register for updating e-mail and other contact information. The email address provided in this agreement must be the same email address used to log into ACRIS. This electronic notice will be the only notification provided. If documents are submitted for electronic recording by a portal company, such portal company, as the Registered Submitter, will be the only party to receive the notification of recording.
- b. **Notification of Rejection:** When an electronically submitted document is rejected following examination by the City Register's office, an electronic notification of rejection will be sent to the Registered Submitter at the email address that the Registered Submitter uses to log into ACRIS or to an updated email address provided to City Register using the procedures specified by the City Register for updating e-mail and other contact information. The email address provided in this agreement must be the same email address used to log into ACRIS. The electronic notification will indicate the reason(s) for rejection. Such notification will be the only notification provided. If such rejected documents were submitted for electronic recording using a portal company, such portal company, as the Registered Submitter, will be the only party to receive notification.
- c. **Updating contact information:** The Register Submitter must provide the City Register with updated contact information, including a current email address. Updated information must be provided as specified by the City Register. The procedure for updating contact information is located in ACRIS on the modify ACRIS/NYC.ID profile screen. Electronic notification of recording or rejection will only be sent to the email address provided on this application or to an updated address. Failure to properly and timely provide correct, complete and updated contact information may result in a failure to receive such notifications.
9. The Registered Submitter agrees to follow the City Register's procedures for amending or terminating this registration agreement and agrees to promptly submit any change in information.
10. This agreement authorizes, but does not require a Registered Submitter to electronically submit documents to the City Register's Office for recording. The Registered Submitter understands and agrees that once a document is prepared for recording electronically, such document must be submitted electronically. After beginning preparation for electronic recording, or following the rejection of such document, if the Registered Submitter does not desire to submit the document electronically for recording, the process must be started over from the beginning, preparing the submission as a non-electronic recording.
11. If the Registered Submitter defaults, fails to perform or otherwise abide by any provision of this agreement, or any other provision of law, rule, regulation or policy relating to the recording or electronic recording of documents, the City Register's Office at its sole option and in addition to any other remedy it might have to seek damages, judicial enforcement, or any other lawful remedy may terminate the Registered Submitter's registration immediately. Notice of termination may be sent electronically to the Registered Submitter's at the email address used to log into ACRIS or by mail at the discretion of the City Register.

The Registered Submitter may also seek to cure any such default to avoid termination, at the discretion of the City Register. The Registered Submitter may also request in writing to withdraw this registration at any time, and following a processing time that the City Register determines to be reasonable, the registration shall be terminated.

By signing below, I certify that all statements made on this application are true and that I have made no willful false statements of material fact and will fully comply with the provisions of this agreement.

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 Registered Submitter Name

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 Date

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 Registered Submitter Signature

## INSTRUCTIONS

- Chapter 549 of the Laws of 2011 authorized recording officers in New York State to accept the electronic recording of instruments affecting real property.
- Before submitting electronic instruments for recording, State regulations (Title 9, Part 540.7[h] of the NYCRR) require that a Registered Submitter agree to the recording officer's terms and conditions, and that the agreement include the rights and responsibilities of both the recording officer and the Registered Submitter when participating in electronic recording.
- This enrollment and registration form provides for the City Register's terms and conditions and the rights and responsibilities of both the registered submitter and the City Register.
- To enroll as a registered submitter, you must already be registered as a user in ACRIS (with a NYC.ID and customer profile) to enroll and register as a Registered Submitter. For instructions and information, visit [nyc.gov/acris](http://nyc.gov/acris).
- The email address that you provide on this form must be the same email address that you use to log into the ACRIS system. If that email address is no longer current, you must update it following the instructions in ACRIS.
- This application must be signed and submitted to: Division of Land Records, City Register, NYC Department of Finance, 66 John Street, 13th floor, New York, NY 10038.