



# NOTICE BY MAIL OF RECORDED DOCUMENT

**Mail to:** NYC Department of Finance, Division of Land Records, Office of the City Register, Attn: Notice of Recorded Document, 66 John Street, 13<sup>th</sup> Floor, New York, NY 10038

The Notice of Recorded Documents System is a program intended to uncover real property registration fraud in the five boroughs of New York City. It does so by mailing a notice to the property owner/authorized party every time a deed, mortgage and deed-or mortgage-related document affecting ownership is recorded against a property. This program alerts one who would otherwise be unaware an attempted transfer is taking place without owner permission. Any authorized person or entity with a legitimate interest in a property, including a child, spouse, domestic partner of owner if they are a designee, may register under this program.

Owners of cooperative apartments and timeshare units may not want to register for notification. These properties do not have a unique block and lot identifier (BBL) for their individual units and the registrant could receive alerts about the entire building rather than their dwelling.

**Instructions:** Use this application if you are unable to register online. Mail completed application to the address above.

## SECTION I - REGISTRANT INFORMATION

Where and to who would you like the NOTICE OF RECORDED DOCUMENT mailed?

Registrant's Name: \_\_\_\_\_  
FIRST NAME LAST NAME

Interest in Property: \_\_\_\_\_  
 Indicate your interest in the property such as property owners and their agents (including child, spouse, or domestic partner of owner if they are a designee), the managing agent, the property owner's attorney, the lienor, or executors/administrators of the estate of the owner or lienor of the property.

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## SECTION II - PROPERTY INFORMATION

Provide the property information.

Borough: \_\_\_\_\_

House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_ Unit/ Apartment Number: \_\_\_\_\_

## SECTION III - CANCELLATION OF NOTIFICATION

Complete this entire form and check the box below if you wish to cancel notifications. Mail to address above.

Cancel Notification

## SECTION IV - CERTIFICATION

I certify that all information contained in this registration is true and correct to the best of my knowledge and belief. I understand that willful making of any false statement of material fact herein will subject me to the provisions of the Penal Law § 175.30 relevant to the making and filing of false instruments and will make this registration null and void.

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## DISCLAIMER

The Department of Finance assumes no liability for failure to provide the requested notice of recorded documents with respect to property for which you are registering to receive notification. The City of New York, including the Department of Finance and the Richmond County Clerk, assumes no liability for fulfilling their legal duty to record documents, even if those documents are in some instances later determined to be erroneous, fraudulent, or invalid.