



NADINE P. HANLON
County Clerk

PAMELA BOYER
Deputy Clerk
Department of Motor Vehicles

ORLEANS COUNTY CLERK
3 South Main Street, Suite 1, Albion, New York 14411
Phone: (585) 589-5334 Fax: (585) 589-0181
Nadine.Hanlon@orleanscountyny.gov
www.orleanscountyny.com

TRACY A. CLIFF
Deputy Clerk
County Clerk's Office

****All Legal Documents Should Be Prepared By An Attorney***

Requirements to Record a Deed

- Must be original signatures
 - Must be acknowledged with the required NYS wording*
 - Names and addresses of Grantor and Grantee
 - Full property description is required including town/village, county and state (tax map number and property address is desirable but not mandatory)
 - TP584 - https://www.tax.ny.gov/pdf/current_forms/property/tp584_fill_in.pdf
 - RP5217** - <https://www.tax.ny.gov/research/property/assess/rp5217/index.htm>
- ** (must submit form with 2D barcode visit www.tax.ny.gov to download Form RP-5217-PDF)

- Fee for recording, transfer tax and forms
 - Must be legible and able to be scanned
- Notice of Sale Letter required for residential property - \$10
- If you provide Notice of Sale letter with SASE – No Fee

Requirements to Record a Mortgage

- Must be original signatures
- Must be acknowledged with the required NYS wording*
 - Names and addresses of Mortgagor and Mortgagee
- Full description of property including town/city/village, county and state (tax map number desirable but not mandatory)
 - 1% mortgage tax
 - Fees for recording and mortgage tax
 - Must be legible and able to be scanned

RETURN OF RECORDED DOCUMENT:

- Must have a self-addressed stamped envelope for documents to be returned
- Be sure to have envelope size and postage to accommodate the document size and number of pages that are to be returned.

****NYS Acknowledgement on reverse side***

The acknowledgment within NYS must conform substantially to the following:

State of New York)

County of _____)

On the ____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted executed the instrument.

Notary Public

RECORDING FEES:

DEEDS	MORTGAGES
Deed..... \$45.00	Mortgage..... \$45.00
Each page..... \$5.00	Each Page..... \$5.00
Affidavit, POA, Release of Lien on Estate Tax... \$45.00	Mortgage Tax 1.00%
Each page..... \$5.00	<i>(Mortgage amount rounded to the nearest \$100)</i>
Transfer Tax Affidavit (TP-584)..... \$5.00	<i>(If Mortgage states 1-2 Family dwelling, less \$25)</i>
<i>(Transfer tax is \$4.00 per \$1,000)</i>	Discharge of Mortgage
Real Property Transfer Report (RP-5217)	Record a One Page Document \$50.50
Property Class (100-200)..... \$125.00	Each Additional Page \$5.00
Property Class (300 & up)..... \$250.00	Per each prior Assignment, if applicable..... \$.50
Conveyance Letter..... \$10.00	Second and Additional Discharges..... \$50.50
	<i>(on one document)</i>
	Assignment of Mortgage \$50.50
	Second and Additional Assignments \$3.50
	<i>(on one document)</i>
	Mortgage Tax Exemption Affidavit \$5.00
	<i>Mortgages under \$10,000 no deduction is applied and</i>
	<i>the tax rate is ¾ of 1% of the mortgage amount</i>