

LAND RECORDS

Recording Guide
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If you have just purchased a new home in Nassau County, Congratulations! Nassau County is wonderful place to raise a family and enjoy a quality of life that is unsurpassed.

The Nassau County Clerk's Office maintains a record of all Nassau County real estate transactions that is available for public review. All Deeds, Mortgages and Mortgage Satisfactions are recorded in this office to provide notice and protect the rights of the interested parties.

RECORDING GUIDE

Be sure that all of the information is included in all of the documents that you submit for recording. Use this as a checklist or guide. Due to the fact that these are legal documents, we recommend that you consult an attorney.

- You must prepare a recordable document. (If needed, a form may be obtained from a legal stationery store. You must determine which form to utilize):
 - Complete the form and have it acknowledged before a Notary Public. If you have questions contact an attorney. Regrettably, this office cannot supply deed, mortgage or satisfaction forms.
 - If an acknowledgment was taken in New York State, an all-purpose acknowledgment must be completed, including the venue. For acknowledgments outside New York State, please refer to New York State Real Property Law, section 309-a.
 - The Notary must be valid and all signatures and information must be legible.
- Completely fill out the necessary accompanying forms (i.e. [TP-584](#), [IT-2663](#), RP 5217), to avoid having the documents rejected.
- All Section, Block and Lot and Unit numbers are required on the first (front) page of all submitted documents, preferably on the lower left hand margin (check your current tax bill for complete information, including lot groups).
- Complete the Names and Addresses of all parties of the 1st part and parties of the 2nd part.
 - **No Post Office Boxes are allowed.**
 - Signature and Acknowledgement should match the name in the document (for example, if using an initial it must be used each time the name is printed or signed). Recording information required to record documents (as stated in documents) must be included.
- Please use Black Ink. Documents must be legible and suitable for microfilming.
- Checks for Transfer and Mortgage Taxes MUST BE CERTIFIED.
- Recording fees may be paid by a personal check.
- Name, Address, and Phone number must be on all checks.
- All checks, other than estimated income tax, must be made payable to the "Nassau County Clerk". If an estimated income tax payment is due, the check (accompanied by the IT-2663 form) is made payable to "NYS Income Tax".
- Attorneys' checks drawn from a regular account are accepted for recording fees, but payment for Mortgage and Transfer Tax must have "IOLA, Trust, Special or Escrow" preprinted on check.
- When requesting a 'Certified Copy' simultaneously with the recording of a document, a copy of the document and a self-addressed envelope MUST be included as well as the additional fee.
- If you would like a receipt, which contains the recording information, you must include a self-addressed stamped envelope when recording by mail.
- **To Record Documents:**

By Mail:
Nassau County Clerk
240 Old Country Road - Room 105
Mineola, New York 11501

In Person:
Monday - Friday Hours: 9:00 a.m. to 4:45 p.m.
You must be present by 4:00 p.m. to record a document

WHY DOCUMENTS GET REJECTED

It is our intention and goal to record all documents upon receipt. Regrettably that is not always possible. This is often due to carelessness in preparing the documents. So please:

- Proof read your documents, especially the direction to index.
- Be sure it includes the current and complete section, block and lot (s) and unit (s).
- If you provide a non-existent section, block and lot (s) and unit (s) the document will be rejected. This information can be changed by the County Assessor's office from time to time so please, check the most recent county tax bill.

ERRORS TO AVOID

1. **Invalid or missing Section, Block, and Lot (s) (and if a condo, Unit numbers)** This is the most common error. To record a document in Nassau County, you must verify and provide the current section, block, lot (s) and unit (s) on the first page of the document, preferably in the lower left hand margin. The best source to obtain this information is the current County Tax Bill. Be sure to list all information, because the document will only be indexed as directed by you. We do not verify that your information is correct. Before recording, check the clerk's index to be sure that there have been no changes since the preparation of the tax bill.

2. **Forms (TP-584, IT-2663, RP-5217, etc.)** must be filled out completely:

- RP-5217 must be used in the carbonized form; no copies can be accepted.
- Please follow ALL instructions; if you need a copy of the instructions, we will be happy to send them to you.
- For additional information, visit the [Office of Real Property Services](#) website.
- For forms and instructions, [click here](#).

3. **Incorrect fees (See chart below or refer to CPLR Article 80)** or checks with printed limitations, such as "not valid after 90 days" often pose a problem. Many times the document is rejected and then resubmitted with the same check and when reviewed again, the check is "stale". Please check the date of your check when resubmitting documents. Please make sure you have the current fees.

4. **Missing Attachments or Seals** -- If you say "Exhibit A Attached", be sure to attach it. If you mention the corporate seal, don't forget to seal the instrument. Please provide a "Record and Return to" address, preferably on the last page of the instrument so that the recorded document can be mailed to the proper party.

5. **Incorrect Acknowledgment** -- Include the new Uniform Acknowledgment for all of the parties executing the instrument, as required by New York State Law, (See sections [309](#), [309-a](#) and [309-b](#) of the Real Property Law, and article 9 generally).

CURRENT FEE SCHEDULE

Schedule of Fees
(Effective June 1, 2005)

DEEDS

Recording Fee	\$25.00
Per Block Fee	\$10.00
Per Page	\$ 3.00
Endorsement Page (Office generated)	\$ 3.00
Equalization & Assessment Fee	\$75.00
NYS Transfer Tax per \$1000	\$ 4.00
Basic Deed (Includes fees for recording one block, 2-pages & endorsement fees/page)	\$214.00

MORTGAGES & AGREEMENTS

Recording Fee	\$25.00
Per Block Fee	\$10.00
Per Page	\$ 3.00
Endorsement Page (Office Generated)	\$ 3.00
Mortgage Affidavit (If any, in duplicate)	\$ 5.00

SATISFACTION OF MORTGAGE

Recording Fee	\$25.00
Per Block Fee	\$10.00
Per Page	\$ 3.00
Endorsement Page (Office Generated)	\$ 3.00
Cross Reference (each)	\$.50
Each Additional Mortgage	\$ 3.50
Basic Satisfaction of Mortgage (Includes fees for recording one block, 1- page & endorsement fees/page - no assignments or other instruments)	\$41.50

ASSIGNMENT OF MORTGAGE

Recording Fee	\$25.00
Per Block Fee	\$10.00
Per Page	\$ 3.00
Endorsement Page (Office Generated)	\$ 3.00
Each Additional Mortgage Assigned	\$ 3.00

NYS MORTGAGE TAX (effective June 1, 2005)

One or Two Family dwelling - 1.05% less \$30.00 on the entire total
Commercial Property, vacant land or three or more dwelling - 1.05% of entire total
Lender is natural person - .08% less \$30.00 on the entire total