

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

Recording a Deed

***It is the policy of the Clerk's Office to examine documents for recording requirements and NOT to determine its legal sufficiency. Even if a correctable defect or deficiency is discovered, the staff cannot change, alter, add to, or eliminate any content of documents presented. Any changes you make before recording must be initialed. We can answer only general questions and cannot assist you in completing any legal documents or forms. You may wish to consult with an attorney prior to recording your documents. ***

Necessary forms:

Cover Page – This form is available online at www.TiogaCountyNY.gov on the County Clerks webpage or from our office.

Deed – A deed is a legal document and is not supplied by the County Clerk office. **We suggest that a lawyer be consulted for drawing up all deeds.** Deed forms can also be obtained from stationary stores that sell legal forms or from the internet. The deed form must comply with New York state requirements and be duly acknowledged by a notary public.

RP – 5217 Real Property Transfer Report – This form can be downloaded from www.tax.ny.gov website or obtained at the County Clerk's Office.

TP – 584 Tax Affidavit – This form can be downloaded from www.tax.ny.gov website or obtained at the County Clerk's office. *Non-Residents of New York State selling property within the state are also required to submit the **IT-2663 tax** form available at the above website or at our office.

*Additional forms may be required depending on your circumstances

Please include a **SASE** (self-addressed stamped envelope) for the return of your documents. Please consider the page count and weight of the document when determining the postage and envelope size. You may also pick up your document at our office after it has been verified and released.

Office of the County Clerk

16 Court Street PO Box 307 Owego, NY 13827



Andrea Klett County Clerk Suellen Griffin Deputy County Clerk Joyce Costantini DMV Supervisor

To Avoid Rejection of your submitted documents:

- Please submit original documents dated and signed.
- All signatures must be original
- All forms must be complete. Social Security or EIN numbers are required on the TP-584 form as well as all required signatures.
- On the RP-5217, the Buyer contact information must be completed and the form signed by at least one buyer **and** one seller.
- The deed must include a legal description of the property.
- The document must be legible for our electronic recording system to scan. Per RPTL, the font size of all documents must be 8 point or greater. Please do not use “white out” to correct defaults.

Recording fees:

Recording fee	\$ 40.00
+Cover Page fee	\$ 5.00
+Per Page fee	\$ 5.00 per page of document
+TP-584 fee	\$ 5.00
+RP-5217 -	
Property class 100-199, 200-299, 411c	\$125.00
All other class codes	\$250.00
+Tax stamps	\$ 4.00 per \$1000 of consideration
+Residential Deed Notice -	
Property Class Codes 100-299 ONLY	\$ 10.00
+Survey Maps	\$ 10.00

Please complete a cover sheet and submit 2 maps. The maps must have **either** a raised seal **or** an original signature of the surveyor.

All fees may be paid by check, credit card, or cash. Checks should be made payable to the **Tioga County Clerk**.