

## Deed Guidelines

You can not add a person to a current Deed. A new Deed must be created.

We strongly recommend you contact an attorney.

If you choose to create a Deed yourself, there is not a "blank Deed form" to fill out. All Deeds are property specific and must include the legal property description. The standard New York State Deed form must be used for the signature of the seller(s).

There are 2 New York State forms that have to be filed along with the Deed.

### 1) RP-5217

This form can be found at:

[www.tax.ny.gov/pdf/current\\_forms/orpts/rp5217.pdf](http://www.tax.ny.gov/pdf/current_forms/orpts/rp5217.pdf)

NYS requires this form to be completed as a PDF file filled out and printed from the computer on legal size paper. One seller and one buyer has to sign the form. The bar-coded RP-5217 form is *NOT* intended for use as a handwritten or typewriter-entry document and will *NOT* be accepted with a Deed by the County Clerk as such.

### 2) TP-584 (4/13)

This form can be found at:

[www.tax.ny.gov/pdf/current\\_forms/property/tp584\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/property/tp584_fill_in.pdf)

This form can be filled out and printed from the computer or print the form from the computer as is and type or hand write the information in ink. All parties have to supply their social security numbers and sign the form.

### Recording Fees:

\$45.00 to record

\$5.00 per page

RP-5217 Class code up to 299: \$125.00  
or if 7A, 7B, 7E or both 7G & 8 are marked  
Class code 300 & up: \$250.00

TP-584 is a flat fee of \$5.00

Transfer tax is \$4.00 per thousand of the consideration.

\$10.00 Conveyance Letter (1-4 family residential)

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