

LAND RECORDING GUIDE

Please carefully review this information, making sure that all of the information is included in all of the documents that you submit for recording. Use it as a checklist or guide.

1. You must present a recordable document (if needed, forms may be obtained from a legal stationery store). Complete the form and have it acknowledged before a Notary Public. If you have questions, you should contact an attorney. The Clerk's Office does not supply deed, mortgage or satisfaction forms.
2. The Acknowledgment must be completed including venue and the Notary must be valid and all signatures and information must be legible.
3. Completely fill out the necessary accompanying (i.e. TP-584 and RP5217) forms or documents will be rejected.
4. Complete the Names and Addresses of all parties of the 1st part and parties of the 2nd part. Signature and Acknowledgment must match the name in the document.
5. Recording information required to record documents (as stated in documents) must be included.
6. Please use black ink. Documents must be legible and suitable for microfilming.
7. Recording fees may be paid by a personal check which must include name, address and phone number.
8. All checks must be made payable to the Steuben County Clerk.
9. When requesting a Certified Copy simultaneously with the recording of a document, a copy of the document and a self-addressed envelope is requested.

REJECTION OF DOCUMENTS

It is our intention and goal to record all documents promptly upon receipt. Regrettably that is not always possible. This is often due to carelessness in preparing the documents. Please proof read your documents, especially the direction to index.

ERRORS TO AVOID

Forms (TP584 and RP5217, etc.) must be filled out completely. Please follow all instructions. If you need a copy of the instructions you can obtain one from our office.

Incorrect fees (see chart on right panel or refer to CPLR Article 80) or checks with printed limitations, such as "not valid after 90 days" often pose a problem. If a document is rejected for recording and then resubmitted with the same check, the check may be "stale". Please check the date of your check when resubmitting documents.

Power of Attorney information missing – If you are referring to a power of attorney or other recorded document, be sure to provide the date of the instrument, recording book and page and recording date. Provide the entire chain of title, when required.

Missing Attachments or Seals – If you say "Exhibit A Attached", be sure to attach it. If you mention the corporate seal, do not forget to seal the instrument. Please provide a "Record and Return to" address and a stamped, self-addressed envelope so that the recorded document can be mailed to the proper party.

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-A and 309-B of the Real Property Law.

TO RECORD DOCUMENTS BY MAIL OR IN PERSON – STEUBEN COUNTY CLERK, 3 E. PULTENEY SQUARE, BATH, NEW YORK 14810

SCHEDULE OF FEES

DEEDS

Recording fee (includes cover page)...	\$45.00
Per Page.....	5.00
RP 5217 (resid. & farm prop).....	125.00
(all other prop).....	250.00
TP 584.....	5.00
NYS Transfer Tax per \$1,000.....	4.00

MORTGAGES

Recording fee (includes cover page) ...	\$45.00
Per Page.....	5.00
Mortgage Affidavit (in duplicate)...	5.00
NYS Mortgage Tax – 1.25%	

SATISFACTION OF MORTGAGE

Recording fee.....	\$45.00
Per Page.....	5.00
Cross reference50

NOTE: Each mortgage to be discharged listed on a document will be treated as a separate document containing a separate discharge and will be charged the full recording fee. See Real Property Law Section 321(3).

ASSIGNMENT OF MORTGAGE

Recording fee.....	\$45.50
Per Page.....	5.00
1 st Assignment.....	.50
Each add'l mortgage assigned.....	3.50

A MESSAGE FROM
JUDITH M. HUNTER
STEUBEN COUNTY CLERK

Dear Neighbor,

The Steuben County Clerk's office maintains a record of all Steuben County real estate transactions and makes them available to the public. All deeds, mortgages and mortgage satisfactions are recorded in this office to provide notice and protect the rights of the interested parties.

This brochure is designed to share with you some suggestions as to how to avoid common problems when preparing land records. Please carefully review the information contained in this brochure. If you make sure that all of the information is included when you submit your land documents for recording they can be promptly recorded. Your attention to detail will speed the process by eliminating rejections.

As Steuben County Clerk, I am constantly seeking out new and innovative ways to improve and enhance our operations.

I hope that this brochure is of assistance to you. Please be assured that we are continually striving to improve our services so that we will all enjoy the peace of mind provided by timely and accurate recording of these important documents.

Thank you in advance for being part of the solution. Please feel free to contact me with any suggestions or questions.

Sincerely,

Judith M. Hunter



STEUBEN COUNTY
CLERK

GUIDE TO
LAND
DOCUMENT
RECORDING IN
STEUBEN COUNTY



JUDITH M. HUNTER
STEUBEN COUNTY CLERK