

CHECKLIST OF DOCUMENT EXAMINATION CRITERIA

A. GENERAL REQUIREMENTS – Required for ALL transactions.
1. Name and address of the parties in the caption and on the Endorsement Cover Page are different.
2. New York State documents; requires a New York Acknowledgement
3. Original document not properly dated/signed
4. Address in the document; do not match the address on the Endorsement Cover Page
5. Block and lot shown on the Endorsement Cover Page do not match the original document.
6. The acknowledgement date does not match or follow the document date.
7. An address, a metes and bounds or a description of the block (s) and lot (s) not provided in the document.
8. Document is missing an exhibit or schedule
9. Cross-references are missing or incorrect.
10. Incorrect property type cited in the document.
11. Wrong document type cited on the Cover Page.
12. Document is not acknowledged with the most current acceptable wording.
13. The AKA, NKA, ETC., names are not entered separately on the Endorsement Cover Page
14. Acknowledgement names are missing/ incorrect.
15. Venue is missing in the acknowledgement
B. POWER OF ATTORNEY
1. “Attorney in Fact” is not the referenced Power of Attorney signature.
2. Power of Attorney does not have the recording information or simultaneously recording language.
3. Power of Attorney is not valid for this document.
B. RECORDING A DEED
1. A completed NYC RPT not included
2. A completed NYS TP-584 not included
3. Equalization form RP 5217 not included and completed properly
4. Names on the RPT and/or TP-584 do not coincide with the name(s) on the deed document
5. The Contract of Sale or closing statement is not attached to RPT (over \$400,00)
6. Smoke detector form not attached
7. The HPD affidavit not been filed for a non Multiple dwelling
8. The OHP form 515 or the Multi-Dwelling Affidavit not attached for a multiple property dwelling of 3 or more families
C. RECORDING A MORTGAGE
1. The correct type of property clause/or the property clause not included in the document
2. An exemption from the mortgage tax is claimed: an affidavit is not provided citing ALL original or simultaneous mortgage details, including the applicable section of law and original tax paid
3. An exemption from the mortgage tax is claimed; the original taxes paid not cited in the document
4. The amount of the mortgage is not cited in the document and/or the maximum neg. amortization.
5. Two units are combined to form one unit; a notarized letter from the architect or borrower, stating the combined unit is using just one kitchen is required.
6. Mortgage amount or taxable amount is incorrect on the Cover Page
7. The correct type of property clause/ or the property clause is not included in the document
8. Cover Page indicates an Apportionment; document does not cite an apportionment.
D. RECORDING A CONSOLIDATION, MODIFICATION, EXTENSION AGREEMENT
1. An exemption from the mortgage tax is claimed; an affidavit is not provided citing ALL original or simultaneous mortgage details, including the applicable section of law and original tax paid.
2. An exemption from the mortgage tax is claimed; the original taxes paid not cited in the document.
3. All mortgages do not add up to the new consolidated amount.
4. The pay-down value of the mortgages being consolidated is missing
E. RECORDING A SATISFACTION OF A MORTGAGE
1. All the original mortgage recording information including the amount secured not presented
2. Mortgagor (“borrower”) not cited as PARTY ONE on the Cover Page
3. ORIGINAL mortgagee (“lender”) not cited as PARTY TWO on the Cover Page
4. Mortgage holder chain not cited in the document, logical or is broken, and the party signing the satisfaction document not the last legal holder of record
5. The number of mortgages satisfied incorrect.
6. Blanket satisfactions are not accepted.
7. Multiple mortgages, consolidations and modifications, not recited in detail.

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F. RECORDING AN ASSIGNMENT OF A MORTGAGE	
1.	Recording information of the original mortgage not included in the assignment document (Must include the B/B/L, dates, parties, and dollar amount)
2.	A mortgage chain is broken on the 255 affidavit. Does the information chain out for all previous assignments. (Not needed to record but if started, must be complete.)
3.	The 275 clause not cited.
4.	All multiple mortgages, consolidations and modifications, are not recited in detail.
G. RECORDING A CORRECTION DOCUMENT	
1.	The correction does not cite the recording information of the original recorded document and clearly state the correction.
2.	The names of the parties on the corrected document are not the same as those to the original document.
3.	New information or documents are submitted; the appropriate section has not been referenced.
H. RECORDING A MEMORANDUM OF LEASE	
1.	A completed NYS TP – 584 not included and properly completed
2.	A copy of Lease not included, with NYC RPT
3.	Lease do not provide a date of execution, terms of lease, date of commencement and termination
4.	Rights of Renewal are included; the maximum period and date(s) such rights are exercisable not stated
I. RECORDING AN EASEMENT	
The names on RPT and/or TP –584 not included and properly completed	

Corrected documents may be resubmitted at any time.

You must resubmit the documents under the same Recording and Endorsement Cover Page.

If you need additional information, please call the Deputy City Register of this office:

Manhattan	Wanda Nash-Ellis	66 John Street, 13 th Floor	212-361-7550
Bronx	Mary Y. Scheman	1932 Arthur Avenue	718-579-6820
Brooklyn	Joanne Maya	210 Joralemon Street, First Floor	718-802-3590
Queens	Colette McCain	144-06 94 th Ave, First Floor	718-298-7200