

Cover Page and E-Tax Forms [New Features in ACRIS Release 4.0]

1. Personal Exemption Programs

There are many tax exemption programs available to NYC property owners. In order to help property owners get the benefits to which they are entitled, the Department of Finance is providing two new ways for owners to apply for these benefits through ACRIS.

- a. Interested property owners visiting the ACRIS homepage will be given a new option that will provide instructions on how to apply for personal exemptions.
- b. During the e-Tax filing process, properties meeting the minimum requirements will **automatically** have their information submitted to verify eligibility for the Basic School Tax Relief program (Basic STAR). An on-screen message will also give owners (or their representatives) the opportunity to apply for other personal exemptions.

Automatic Basic STAR benefits are granted if the following requirements are met:

- All the owners must be primary residents of the property (filers must indicate this on the Property Information page), and
- The property must be one of the following types:
 - Single residential cooperative;
 - Single residential condominium;
 - 1-, 2-, or 3 family dwelling;
 - 1- or 2- family dwelling with attached garage;
 - 1-, 2-, or 3- family dwelling with an office or store.

Note: If some of the owners, but not all, are primary residents, filers will have to complete, sign and mail or fax a paper application to the Department of Finance.

For more information see: http://www.nyc.gov/html/dof/html/property/property_tax_reduc_individual.shtml>

2. Users will Be Able to Recall Their Customer ID, Keyword and Transaction Numbers

A hyperlink will be available on the ACRIS login screen to allow users to recall their Customer ID or Keyword. The forgotten information will be sent to the email address held in the customer ACRIS account. Users will also be able to enter a partial transaction number, anywhere between 6 and 13 digits, to search for a transaction and view a list of all of their unrecorded transactions.

To enable users to recall their Customer ID and Keyword they are required to have an email address in their profile and will be prompted to add an email address to their account when they login to ACRIS after December 3, 2007.

3. Document Types will Be Split into Document Classes

When creating a cover page, in order to help users select the correct document type, document types will now be split into 4 classes. A drop down menu is provided where users will first select a Document Class (*i.e.* Deeds and Other Conveyances, Mortgages and Instruments, Other Documents, and UCC and Federal Liens). Once the document class is selected, another drop down menu will provide a list of the relevant Document Types.

4. Definitions for Each Document Type will Be Available In the Cover Page

A new link has been added to the Cover Page that contains definitions of all ACRIS document types.

5. Validation of Cross References On the Cover Page

To reduce the number of rejected transactions due to incorrect cross-reference information, system validation has been improved:

- When cross-reference information is entered on the Cross Reference tab (*e.g.*, CRFN, Document ID), the information will be validated against the ACRIS database.
- CRFN's and Doc ID's that are not found in ACRIS will **NOT** be allowed as cross-references.
- Borough, Year, Real, and Page and File Number cross-references that are not found in ACRIS will be allowed as cross-references after the information has been verified via a new link to Doc Search.

6. Validation of Reference Numbers for Pre-Paid Tax Transactions

To reduce the number of rejected transactions due to incorrect Reference Information, system validation has been improved:

- ACRIS will verify the CRFN Reference Number and Amount entered in the Fees and Taxes tab for both Real Property Transfer Tax and Real Estate Transfer Tax that is pre-paid at the City Register. If the CRFN number and amount entered do not agree with the information held in the ACRIS database, an error message will be displayed and the Fee and Tax tab will not show as complete in the navigation checklist.

7. Only One Smoke Detector & Water and Sewer Affidavit will Now Be Printed, Along with an Addendum

To reduce the amount of paper in transactions with multiple properties, only one Smoke Detector & Water and Sewer Affidavit will be printed with details of the first property in the transaction. All other properties will be listed on an Addendum that will automatically print after the Affidavit.

8. Users will No Longer Be Required to Enter Two Names for a Partnership Tax Form

If a partnership is selected, a supporting document must be included listing all of the names in the partnership.

9. Government Agencies will Be Able to Indicate that They Are Exempt From Paying RPT and RET Filing Fees

If an Agency claims exemption from the filing fees, the Agency must submit an affidavit asserting the exemption.

10. Restricted Date of Transfer Field

Date of Transfer Field will be restricted to allow only dates up to 45 days in the future.

11. Automatic RPTT Transfer Date

The RPTT Transfer Date will be automatically copied to the Cover Page.

12. RETT Schedule C Requirement

RETT Schedule C will only be required if the transfer is Fee Simple.

13. Resubmit Requirements as of December 3, 2007.

As of December 3, 2007, when transaction documentation that contains both accepted and rejected documents are returned, only the rejected documents should be corrected and returned to the City Register for further processing.

- All documents within a transaction (that contain both accepted and rejected documents) will be returned to the "Presenter" parties of the transaction.
- The accepted documents in the transaction will remain locked in ACRIS, and their status will show as "Accepted". No changes can be made to the accepted documents and should not be returned to the City Register. The documents cannot be deleted or re-sequenced in the transaction.
- Once the necessary corrections have been made to the rejected documents, return only the rejected documents to the City Register.
- Only the resubmitted rejected documents will be scanned and re-examined.
- Once the City Register has accepted the resubmitted documents the entire transaction will be recorded.
- The resubmitted documents will be mailed to the "Return To" parties with recording and endorsement pages for all of the documents in the transaction and a letter summarizing the return information for all of the documents in the transaction.
- The ACRIS customer (responsible for creating the transaction Cover Page) will receive an email notification that the transaction has been recorded.
- The "Presenter" party can then return the accepted documents to the "Return To" party.