



THE OFFICE
of the
RICHMOND COUNTY CLERK

STEPHEN J. FIALA
County Clerk & Commissioner of Jurors

Recording a Deed

Your deed is an important legal document which has a significant impact on your property rights.

If you have questions about preparing or completing any legal documents, you should consult with an attorney who is licensed to practice law in New York. The Office of the Richmond County Clerk cannot offer legal advice or assistance in the preparation of documents (the preparation of documents is solely the responsibility of the parties).

Before you sign a deed or submit papers for recording, you may wish to consult with an attorney to ensure that your intentions are accurately reflected in the documents you are submitting.

All documents must be signed, notarized and acknowledged according to the requirements of New York law. All documents must also meet the requirements of New York Real Property Law, New York Tax Law, and the New York City Administrative Code.

The following signed notarized documents must be submitted to the Office of the Richmond County Clerk, along with all fees and taxes required by law:

- Completed and fully executed deed instrument.
- New York State Real Estate Transfer Tax form (TP-584).
- New York City Real Property Transfer Tax form (NYC-RPT).
- New York State Real Property Transfer Report (RP-5217 NYC).
- Affidavit of Compliance for Smoke Detector and Carbon Monoxide Detector.
- New York City Department of Housing Preservation and Development Affidavit in Lieu of Registration.
- Prepare a Richmond County Cover Page at www.richmondcountyclerk.com.

All statutorily mandated fee and tax amounts can be found at www.richmondcountyclerk.com.