

ERIE DOC TITLE <small>(Rev 9/3/14)</small>	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY <b>RED Party Names REQUIRED as listed</b>	Optional Information/Notes
<p>AFFIDAVIT – A sworn statement affecting an interest in property, must be sworn to before notary/commissioner of deed</p>	703		<p>Party 1=</p> <p>Link= Book/page</p>	<p>Grantor – Property Owner / Deceased Property Owner / Mortgagor / Judgment Debtor</p>	<p>-Link to Book&amp;Page of Deed / Mortgage of affected property, Power of Attorney, Lease, Right of Way, Agreement, Easement, if any ENTER AS: Book Type*/Book # / Page # *Book Types: “Q”=Judgment Book/Corporation Filings; “D”=Deed Book; “P”=Power of Attorney; “V” Master Mortgage; “M”=Mortgage Book; “K”=Documents related to Court Filing/Judgment; “L”=Lis Pendens; “R”=In Rem;</p>
<p>AGREEMENT – A document (contract) having a lawful purpose or objective entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them regarding real property. May include Agreements to waive rights in real property or agreements to indemnify (i.e., enforcement of judgment), license agreements (without TP-584), Regulatory Agreements</p>	704		<p>Legal Desc=</p> <p>Party 1=</p> <p>Link= Book/Page</p>	<p>Legal description of real property or common address; if none, type “SEE”</p> <p>Grantor – all party/parties who sign</p> <p>;</p>	<p><b>NOTE: If the Agreement affects real property, MUST provide legal description.</b></p> <p>Book &amp; Page of deed describing real property, if none given, MUST provide legal description ENTER AS: Book Type*/Book # / Page # *Book Types: “Q”=Judgment Book/Corporation Filings; “D”=Deed Book; “P”=Power of Attorney; “V” Master Mortgage; “M”=Mtg Book; “K” related to Court Filing/Judgment; “L”=Lis Pendens; “R”=In Rem;</p>
<p>AMENDMENT – An instrument revising a record other than mortgage, easement, or right of way, i.e., Restrictive Covenants, Restrictions,</p>	AMD		<p>Legal Desc=</p> <p>Party 1=</p>	<p>Legal description of Real Property or Common Address; If None, Type “SEE”</p> <p>GRANTOR – all parties who sign</p>	

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Assignment of Rents or Rents and Leases, Trust Agreement.			Party 2=  Link= Book/Page	GRANTEE – all parties who have not signed or NONE  Book & Page of record being amended ENTERED AS: Book Type*/Book # / Page #  *Book Types: “Q”=Judgment Book/Corporation Filings; “D”=Deed Book; “P”=Power of Attorney; “V” Master Mortgage; “M”=Mortgage Book; “K”=Documents related to Court Filing/Judgment; “L”=Lis Pendens; “R”=In Rem;	<b>NOTE: To amend a map filed under a Map Cover, see 73M (Affidavit to Amend Map Cover)</b>
BOUNDARY LINE or RECIPROCAL EASEMENT AGREEMENT – An agreement that establishes the boundary line between two properties and by which each property owner conveys to the other interests in real property formerly occupied by the other	706	TP-584 Required for all affected parcels	Consideration:  Legal Desc=  Party 1=  Link= Book/Page	Amount paid as consideration  Legal description of real property  GRANTOR – all parties who sign  Deed Book & Page for each party-Minimum entry will be two ENTERED AS: “D”/Book # / Page #	
CANCELLATION / DISCHARGE / SATISFACTION – of record affecting real property where TP-584 NOT required; i.e., <b>other than</b> Mortgage or mortgage related security instruments, Lease, Lis Pendens, Judgment	CAN		Party 1=  Link= Book/Page	Property Owner  Book & Page of original record ENTERED AS: “D”/Book # / Page #	
CANCELLATION / DISCHARGE / SATISFACTION /SURRENDER – of record affecting real property where TP-584 is required.	CNT	TP-584	Consideration=	Amount paid as consideration	

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			Party 1=  Link= Book/Page	Property Owner  Book & Page of document being cancelled, etc. ENTERED AS: "D"/Book # / Page #	
<p>CONSENSUAL LIEN – An agreement to accept a grant (usually available through governmental agencies) conditioned upon a promise to make improvements to the real property, often imposes restrictions Includes Regulatory Agreements</p>	707		Consideration=  Legal Desc=  Party 1=  Party 2=	Amount of grant  City/Town/Village abbreviation and common address  GRANTOR / Property Owner, person who signs  Municipality / Lender	NOTE: Document does NOT require acknowledgment but MUST contain original signatures. Signed by all parties.
CONTRACT of SALE for REAL PROPERTY	709		Legal Desc=  Party 1=  Party 2=	Legal description of real property; if none, enter "SEE"  GRANTOR / Seller  GRANTEE / Purchaser	NOTE: Document does NOT require acknowledgment but MUST contain original signatures  NOTE: Contract must include legal property description, common address or tax identification number ("SBL" )
<p>CONTRACT or AGREEMENT with TP-584 – A document (contract) having a lawful purpose or objective entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them regarding real property. This document type is used when a TP-584 is presented (the tax form might not legally be</p>	715	TP-584	Legal Desc=  Party 1=  Consideration=	Legal description of real property; if none, enter "SEE"  All parties who sign  Purchase Price	NOTE: Document does NOT require acknowledgment but MUST contain original signatures



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			<a href="#">Deed Exemption</a> <small>ctrl+click to use hyperlink to approved list</small>	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due	ENTERED AS: "D"/Book # / Page #
MORTGAGE PARTITION AGREEMENT – An Agreement to divide and apportion the security interest into two or more separate mortgages on two or more separate properties.	717	Mortgage Tax Affidavit	Legal Desc= Party 1= Party 2= Link=	Mortgagor / Borrower Mortgagee / Lender Mortgage (M) Book & Page of mortgage being partitioned ENTERED AS: "M"/Book # / Page #	Legal property description must be attached but is not indexed.
CERTIFICATE – (non-Bankruptcy Court)	731		Legal Desc= Party 1= Party 2=	Legal description of real property; if none, type "SEE" Grantor Grantee	
CERTIFICATE/NOTICE from BANKRUPTCY COURT – Includes Certificate/Notice of Abandon-ment from Trustee, Discharge of Bankruptcy, Notice to Sell	739		Legal Desc= Party 1=	Legal description of real property or common address; if none, type "SEE" Debtor	
NOTICE of / CERTIFICATE of COMPLETION – Instrument filed by entity legally oblig-ated to complete a project, such as repairs or redevelopment, certifying to its completion, i.e., environmental reme-diation	740		Legal Desc= Party 1= Party 2=	Legal description of real property or common address; if none, type "SEE" Agency (City/County Agency)signing Developer / Property Owner / Site Name	

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pursuant to 6 NYCRR 375-1.9.			Link=	BOTH Deed Book & Page for Deed and Contract of Sale Book & Page, if recorded. ENTERED AS: "D"/Book #/Page#	
CERTIFICATE of COMPLIANCE- Instrument filed certifying to compliance with all architectural requirements or restrictions imposed upon real property.	741		Legal Desc= Party 1= Link=	Legal description of real property Builder / Developer Deed (D) Book & page of Declaration / Restrictions	May be linked to Map Cover Number – if so, would be entered as N/Cover Number and Page = 1
RESOLUTION – Certified written motion or notice adopted by administrative board or board of directors of a corporate entity (including limited liability companies) regarding the purchase, sale, or mortgage of real property.	70U		Legal Desc= Party 1= Party 2= Link=	Legal description of real property or common address; if none, type "SEE" Grantor Grantee	Deed (D) Book & Page ENTERED AS: "D"/Book # / Page #
RESTRICTIONS – Document pertaining to use of real property that may require certain action, impose conditions upon or prohibit certain uses of real property,	70V		Legal Desc= Party 1= Party 2= Link=	Legal description of real property; if none, type "SEE" Grantor / All parties who sign Subdivision Name or city / town / village	Deed (D) Book & Page for affected property ENTERED AS: "D"/Book # / Page #
ASSIGNMENT of INTEREST in REAL PROPERTY	71X	TP-584	Legal Desc= Consideration=	Legal description of property; IF NONE, enter common address with City / Town / Village Amount paid for consideration.	

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			Party 1= Party 2= Link= <u>Deed Exemption</u> <small>ctrl+click to use hyperlink to approved list</small>	Grantor / Assignor / All parties who sign  Grantee / Assignee  Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	Deed (D) Book & Page of affected property ENTERED AS: "D"/Book # / Page #
TRUST AGREEMENT, MEMO of TRUST	724		Legal Desc=  Party 1= Party 2= Link=	Legal description of property; if none, enter "SEE"  All parties who sign All others and name of Trust	Deed (D) Book & Page of affected property ENTERED AS: "D"/Book # / Page #
AFFIDAVIT – Affidavits by land surveyor/engineer regarding a survey previously filed under an existing map cover	73M		Party 1=  Link=	Subdivision Name  Map Cover Number ENTERED AS: "N" ##### / Page 1	
SATISFACTION of TAX LIEN (ASSIGNED) – Certificate of satisfaction of payment of tax lien assigned to private party, not a governmental entity	743		Party 1= Party 2= Link=  Full SBL=	Final Assignee  Property Owner  ENTER"Required EntryED AS: "D"/Book # / Page # of original Tax Lien Transfer (Code 742)  Full Tax Identification Number ("Section, Block and Lot" - <b>16 digit, no punctuation</b> )	

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CERTIFICATE of REDEMPTION of TAX LIEN – Certificate of redemption/satisfaction of payment of tax lien prepared by governmental entity, usually filed by taxpayer	744		Party 1= Party 2= Link= Index Number=	Lienor Property Owner ENTERED AS “R###” / Page “Serial #” of property, i.e., In-Rem #162, Serial #138 should be entered as R/162/138 ENTERED as “I YYYY#####”	
CERTIFIED COPY of PETITION, ORDER, or JUDGMENT – Petition, Order or Judgment relating to real property; Includes Petition of Condemnation, Order to Dismiss Bankruptcy or document filed in Sur-rogate’s Court - excludes Order directing conveyance or reconveyance of real property; vacature or expungement of instrument.	750		Legal Desc= Party 1= Party 2= Link=	Legal description of property; if none, enter “SEE” Grantor / Defendant Grantee / Plaintiff / Estate/ Decedent / Heir / Distributee	Deed (D) Book & Page ENTERED AS: “D”/Book # / Page # Mortgage (M) Book & Page ENTERED AS: “M”/Book # / Page #
CERTIFIED COPY of LETTERS of ADMINISTRATION or TESTAMENTARY	756		Party 1= Party 2=	Petitioner / Executor / Executrix / Administrator / Administratrix Decedent <b>EST</b>	
CERTIFIED COPY of EXEMPLIFIED WILL	757		Party 1=	Testator / Testatrix / Decedent	
CERTIFIED COPY of COURT ORDER / DECREE – affecting title or possession, use	762		Legal Desc=	Legal description of property; If none, enter common address with City / Town / Village	<b>NOTE: Order conveying title to real property presented with TP 584 and RP</b>

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or enjoyment of real property			Index # =  Party 1=  Party 2=  Link=	ENTERED AS "I YYYY#####"  Defendant / Debtor / Decedent	5217 is recorded as a Deed.  Prevailing Party / Grantee / Any other parties mentioned  Deed (D) Book & Page ENTERED AS: "D"/Book # / Page # Mortgage (M) Book & Page ENTERED AS: "M"/Book # / Page #
CONSENT – Includes consent to improvements, Shareholders consent	768		Legal Desc=  Party 1=  Party 2=  Link=	Legal description of property; If none, enter "SEE:  Grantor / All parties who sign  Grantee / Any additional party mentioned but not signing	Deed (D) Book & Page ENTERED AS: "D"/Book # / Page #
COVENANTS / DECLARATIONS / RESTRICTIONS – Document (Declaration) containing easements and/or restrictions; or an agreement or promise to refrain from doing a particular act, usually a provision preserving, protecting, or restricting the use of real property Includes Declaration of Condominium and Restrictive Covenants	774		Legal Desc=  Party 1=  Party 2=  Link=	Legal description of property; if none enter SEE  Grantor / All parties who sign / name of Condominium  Grantee / Any additional party mentioned but not signing	NOTE: If none provided, must enter Link.  Deed (D) Book & Page ENTERED AS: "D"/Book # / Page #
LEASE – HOOVER BEACH	793	TP-584 RP-5217	Consideration=	Amount paid as consideration	

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			<p><a href="#">Legal Desc=</a></p> <p><a href="#">Party 1=</a></p> <p><a href="#">Deed Locality</a> <small>ctrl+click to use hyperlink to approved list</small></p> <p><a href="#">Deed Exemption</a> <small>ctrl+click to use hyperlink to approved list</small></p> <p><a href="#">Primary Use of Property</a> <small>ctrl+click to use hyperlink to approved list</small></p>	<p>Legal description of real property</p> <p>Tenant(s)</p> <p>Use smallest government entity,, i.e., village instead of town</p> <p>Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.</p> <p>Select property type set fourth on RP-5217 at #7 and #18</p>	
OIL & GAS LEASE	795	TP-584	<p><a href="#">Consideration=</a></p> <p><a href="#">Legal Desc=</a></p> <p><a href="#">Party 1=</a></p> <p><a href="#">Party 2=</a></p> <p><a href="#">Deed Exemption</a> <small>ctrl+click to use hyperlink to approved list</small></p>	<p>Amount paid as consideration</p> <p>Legal description of real property , tax identification number ("Section/Block/Lot")</p> <p>Lessor</p> <p>Lessee</p> <p>Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.</p>	

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<b>APPROVED LISTS FOR REQUIRED FIELDS</b>					
<p>Deed Locality</p> <p>6-digit code required in data received by filer</p> <p>Use smallest government entity, i.e., village instead of town</p>				<p>ALDEN TOWN (142089)</p> <p>ALDEN VLG (142001)</p> <p>AMHERST (142289)</p> <p>AMH-WMSVL VLG (142201)</p> <p>AUR-E AURORA VL (142401)</p> <p>AURORA (142489)</p> <p>BOSTON (142600)</p> <p>BRANT (142889)</p> <p>BRT-FARNHAM VLG (142801)</p> <p>BUFFALO (140200)</p> <p>CHEEKTOWAGA (143089)</p> <p>CKG-DEPEW VLG (143003)</p> <p>CKG-SLOAN VLG (143001)</p> <p>CKG-WMSVL VLG (143005)</p> <p>CLARENCE (143200)</p> <p>COLDEN (143400)</p> <p>COL-GOWANDA VLG (143601)</p> <p>COLLINS (143689)</p> <p>CONCORD (143889)</p> <p>CON-SPRINGVL VL (143801)</p> <p>EDEN (144000)</p> <p>ELMA (144200)</p> <p>EVA-ANGOLA VLG (144401)</p> <p>EVANS (144489)</p> <p>GRAND ISLAND (144600)</p> <p>HAMBURG TOWN (144889)</p> <p>HAMBURG VLG (144803)</p> <p>HMB-BLASDELL VL (144801)</p>	

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				HOLLAND (145000) LACKAWANNA (140900) LANCASTER TOWN (145289) LANCASTER VLG (145203) LAN-DEPEW VLG (145201) MARILLA (145400) MISCELLANEOUS (338888) N COLLINS TOWN (145889) N COLLINS VLG (145801) NEWSTEAD (145689) NST-AKRON VLG (145601) ORCHRD PK TOWN (146089) ORCHRD PK VLG (146001) SARDINIA (146200) TONAWANDA CITY (141600) TONAWANDA TOWN (146489) TON-KENMORE VLG (146401) WALES (146600) WEST SENECA (146800)	
Deed Exemption				Grantor Exempt Re-Record Sr Citizen TP584 III a TP584 III b-I Utility Co	-exempts TP-584 fee -exempts all recording fees -exempts county portion of transfer tax -exempts all transfer tax and RP5217 fee -exempts all transfer tax -exempts all transfer tax
Primary Use of Property				1-3 Family (A,B) Agricultural (E) Condo (G and 8) Property Class 100-299 Sr Eligible	
Mortgage Exemption *\$% filing fee for Affidavit that is embedded attachment and not included in the page count of the document		*Mtg Tax Affidavit		252 Affidavit* 253 Affidavit* 255 Affidavit* 255Aff New Money* Gov Exempt Re-Record Tax Paid	-exempts all mortgage taxes -exempts NFTA Special Additional tax -exempts all mortgage taxes Pays all mortgage taxes -exempts all mortgage taxes -exempts all mortgage taxes -exempts all mortgage taxes

**NOTE: Per Page recording price automatically calculates based on the count of the document pages of the submitted .tif image.**