e-Recording

Electronic Recording of Land Records

ERIE COUNTY, NY

REGISTERED SUBMITTER AGREEMENT

CHRISTOPHER L. JACOBS

ERIE COUNTY CLERK

www.erie.gov/clerk

eRecording@erie.gov

Registered Submitter Agreement Instructions
for eRecording in Erie County, NY

When completing the Registered Submitter Agreement, please be mindful of the following:

Page 1: Please do not fill in the date, as it will be completed when signed by the County Clerk.

Page 1: Please complete the **Registered Submitter's full name** and information regarding the type **of entity**, if other than an individual (e.g., corporation, not-for-profit corporation, limited liability company, etc.) as well as the **state of incorporation**, if other than an individual; and the **business address**, in the appropriate blank spaces.

Page 5: In Paragraph 13.b, insert in the blank spaces the address to which you want any notice(s) of default to be sent.

Page 6: Insert the Registered Submitter's full name on the line indicated and sign the agreement. Beneath the signature, in the spaces indicated, print the **name** of the person signing, the **title** of the person signing (if applicable), and the **date** the agreement was signed.

Page 6: Provide your System User Name or Names in the place marked. If you do not have a User Name, please contact the Erie County Clerk's Office at eRecording@erie.gov to set up an account so that you can obtain a User Name and provide that information in the agreement. More than one System User Name may be listed.

Pages 7-11: Please note that several acknowledgment forms are appended to the Agreement; please complete the proper acknowledgement form:

- Individual: If the agreement is entered into by an individual, the individual must sign on page 6 and a Notary Public must complete the Acknowledgement (Individual) on page 7.

- Corporation:
  a) Corporation with more than one officer: If the agreement is entered into by a corporation with more than one corporate officer, one officer must sign the agreement on page 6 and a Notary Public must complete the Acknowledgement (Corporation) for that first officer on page 7. In addition, the Certificate of Authority (Corporation) on page 9 must be completed by a second corporate officer and a Notary Public must complete the acknowledgement for that second officer at the bottom of page 9.

  b) Corporation with only one corporate officer: If the agreement is entered into by a corporation with only one corporate officer, the officer must sign the agreement on page 6 and a Notary Public must complete the Sole Corporate Officer Acknowledgment at the top of page 8.

- Limited Liability Company (LLC):
  a) Limited Liability Company with more than one manager or member: If the agreement is entered into by a LLC with more than one manager or member, one manager or member must sign the agreement on page 6 and a Notary Public must complete the Acknowledgement (Individual) for that first manager or member on page 7. In addition, the Certificate of Authority (Limited Liability Company) on page 10 must be completed by a second manager or member and a Notary Public must complete the acknowledgement for that second manager or member at the bottom of page 10.

  b) Limited Liability Company with only one manager or member: If the agreement is entered into by a LLC with only one manager or member, the manager or member must sign the agreement on page 6 and a Notary Public must complete the Sole LLC Member Acknowledgement at the bottom of page 8.

- Partnership: One partner must sign the agreement on page 6 and a Notary Public must complete the Acknowledgement (Individual) for that first partner on page 7. In addition, the Certificate of Authority (Partnership) on page 11 must be completed by a second partner and a Notary Public must complete the acknowledgement for that second partner at the bottom of page 11.

- Limited Liability Partnership (LLP): One partner must sign the agreement on page 6 and a Notary Public must complete the Acknowledgement (Individual) for that first partner on page 7. In addition, the Certificate of Authority (Limited Liability Partnership) on page 12 must be completed by a second partner and a Notary Public must complete the acknowledgement for that second partner at the bottom of page 12.

Please return two original signed agreements to:

Patricia L Fulwiler
Deputy County Clerk - Legal
Erie County Clerk's Office
92 Franklin Street
Buffalo, New York 14202

If you would like a fully executed copy of the agreement returned to you, please provide a self-addressed stamped envelope. If you have questions about the agreement, please contact the Erie County Clerk's Office at eRecording@erie.gov.

If you have questions about the agreement, please direct them to Patricia Fulwiler at eRecording@erie.gov.

To sign up for an Automated Clearing House (ACH) account, please contact the Erie County Clerk's Office at eRecording@erie.gov. Your ACH Account must be set up before you can begin to electronically record.

County of Erie

CHRISTOPHER L. JACOBS
COUNTY CLERK

Registered Submitter Agreement

This AGREEMENT, made the _____ day of _____, 20__ by and between

The COUNTY of ERIE, a municipal corporation of the State of New York, having an office and place of business at 92 Franklin Street, Buffalo, New York 14202, acting by and through the Office of the Erie County Clerk (hereinafter the "Recording Officer") and_____ _____, a _____ of the State of _____, having an office and place of business at _____ _____

(hereinafter referred to as the "Registered Submitter")

WITNESSETH:

WHEREAS, the Recording Officer desires to accept electronic recording of instruments affecting real property, subject to all applicable laws, rules, and regulations; and

WHEREAS, the Registered Submitter desires to transmit to the Recording Officer, for electronic recording, instruments affecting real property, subject to all applicable laws, rules, and regulations; and

WHEREAS, Chapter 549 of the Laws of 2011 amended the laws of the State of New York in order to allow recording officers in the State of New York to accept the electronic recording of instruments affecting real property, subject to the rules and regulations established by the State of New York's Office of Information Technology Services (ITS, hereinafter "Electronic Facilitator"); and

WHEREAS, the Electronic Facilitator promulgated rules and regulations governing the use and acceptance of digitized documents, electronic records, and electronic signatures, as codified in Title 9, Part 540 of the Official Compilation of Codes, Rules, and Regulations of the State of New York (hereinafter "NYCRR"); and

WHEREAS, Title 9, Part 540.7(h) of the NYCRR provides that prior to submitting electronic instruments to the Recording Officer for recording, the Registered Submitter shall be required by the

Recording Officer to agree to terms and conditions required by the Recording Officer, which shall include the rights and responsibilities of both the Recording Officer and the Registered Submitter when participating in electronic recording, including, at a minimum, the terms and conditions set forth in Title 9, Part 540.7(i) of the NYCRR (the "Terms and Conditions Agreement"); and

WHEREAS, this Agreement shall serve as the Terms and Conditions Agreement;

NOW THEREFORE, the Parties agree as follows:

1. The Registered Submitter shall comply with all laws, rules, and regulations applicable to the electronic recording of instruments affecting real property, including, but not limited to, New York Real Property Law §291-I and 9 NYCRR Part 540 as well as the New Vision Electronic Submitters Guidelines, available at the Recording Officer's official website, currently at http://www.erie.gov/clerk/ (the "Recording Officer's Official Website").

2. The Registered Submitter may transmit instruments affecting real property to the Recording Officer for electronic recording using the Erie County Clerk NewVision Electronic Recording System (the "System"). The Registered Submitter may access the System at http://ecclerk.erie.gov/recordsng_web/.

3. The Registered Submitter understands and acknowledges that the Registered Submitter must establish and maintain an account with the Recording Officer in order to use the System.

4. The Registered Submitter agrees to pay all applicable taxes and recording fees.

5. Pursuant to 9 NYCRR §540.7(i)(1), this Agreement must specify the manner in which a registered submitter's identity will be electronically verified and authenticated by the Recording Officer. The Registered Submitter understands and acknowledges that the Registered Submitter's identity will be electronically verified and authenticated each time the Registered Submitter logs into the System through use of the Registered Submitter's unique user account number and pin number for the Registered Submitter's account in the System.

6. Pursuant to 9 NYCRR §540.7(i)(2), this Agreement must specify the manner in which the transmission of electronic instruments will be acknowledged by the Recording Officer. The Registered Submitter understands and acknowledges that the Registered Submitter is required to query the E-Recording Response Web Service portal (see the New Vision Electronic Submitters Guidelines) to determine the status of the submission.

7. Pursuant to 9 NYCRR §540.7(i)(3), this Agreement must specify the models of electronic recording accepted by the Recording Officer. The Registered Submitter understands and acknowledges that the following model of electronic recording will be accepted by the Recording Officer through the System:

a. Property Records Industry Association Model 2 ("PRIA Model 2"), consisting of:

A document created in paper, signed in ink, and converted into an electronic format (such as a PDF or TIFF file). Such document is sent to the Recording Officer for recording in an electronic format, accompanied by separate indexing information, not imbedded in the document.

The Registered Submitter understands and acknowledges that the Recording Officer does not accept documents signed electronically.

8. Pursuant to 9 NYCRR §540.7(i)(4), this Agreement must specify the requirements for electronic submission. The Registered Submitter understands and acknowledges that the requirements for electronic submission are as follows:

a. Documents Accepted: A list of documents electronically accepted is posted on the Recording Officer's official website. Any changes to the list of documents accepted electronically will be posted on the Recording Officer's Official Website.

b. Indexing Requirements: The Registered Submitter agrees to abide by the Indexing Requirements as published by the Recording Officer. The current Indexing Requirements are posted on the Recording Officers' Official Website and are incorporated by reference herein. Any changes to the Indexing Requirements will be posted on the Recording Officer's Official Website.

9. Image Specifications, File Format Specifications, and Security Requirements: A list of the image specifications, file format specifications, and security requirements for electronic submission is available at the Recording Officer's Official Website. Any changes to the list of the image specifications, file format specifications, and security requirements will be posted on the Recording Officer's Official Website.

10. Pursuant to 9 NYCRR §540.7(i)(5), this Agreement must specify the payment options for recording fees and applicable taxes. The Registered Submitter understands and acknowledges that the Registered Submitter must pay such fees and taxes through the following method:

a. Automated Clearinghouse Account ("ACH") set up in advance of the submission of electronic documents with the Recording Officer.

11. Pursuant to 9 NYCRR §540.7(i)(6), this Agreement must specify Recording Officer's business hours. The Registered Submitter understands and acknowledges that Recording Officer's business hours are 9:00 a.m. until 5:00 p.m. on business days, excluding holidays posted on the Recording Officer's

Official Website. Any changes to these business hours will be posted on the Recording Officer's Official Website.

a. The Registered Submitter understands and acknowledges that documents may be submitted electronically at any time; that said documents will be placed in a queue for processing in the order in which they were received; that documents received electronically by the Recording Officer will be processed during the hours of 9:00 a.m. and 4:45 p.m. on business days; and that the documents in each package received electronically will be processed in the order that the documents are received.

12. Pursuant to 9 NYCRR §540.7(i)(7), this Agreement must specify the requirements and procedures for acceptance or rejection of digitized paper documents or electronic records for recording purposes. The Registered Submitter understands and acknowledges that the Recording Officer's requirements and procedures for acceptance or rejection of digitized paper documents or electronic records for recording purposes are as follows:

a. Notification of Receipt: The Submitter will receive an automated response from the Recording Officer indicating that the submission has been received.

b. Notification of Recording: The Submitter will poll the system through the Web Service Portal to obtain the status of the submission, to be informed of whether the electronic document has been recorded, and obtain the recording information, and if rejected, the reason for rejection.

c. Criteria for Rejection: Electronic documents submitted for recordation to the Recording Officer will be rejected if they fail to meet the requirements specified in Paragraph 8; the requirements otherwise provided by the laws, rules, and regulations of the State of New York; or the NewVision Electronic Submitters Guidelines.

d. Duplication: The Registered Submitter is responsible to ensure that a document is submitted for recording only once; the Recording Officer is NOT responsible for duplicate recordings.

13. Pursuant to 9 NYCRR §540.7(i)(8), this Agreement must specify provisions for amending or terminating the Registered Submitter's registration as a registered submitter. The Registered Submitter understands and acknowledges that the provisions for amending or terminating the Registered Submitter's registration are as follows:

a. The Registered Submitter's registration shall be amended by an instrument in writing signed by a duly authorized representative of each of the parties.

b. In the event that the Registered Submitter shall default in the performance of any term, condition, or covenant herein contained, the Recording Officer at its sole option and in addition to any other remedy it might have to seek damages, judicial enforcement, or any other lawful remedy, may terminate the Registered Submitter's registration immediately upon receipt by the Registered Submitter of a written notification either sent by registered or certified mail postage pre-paid; or delivered by hand or overnight courier; or sent by facsimile (with acknowledgement received and a copy of the notice sent by registered or certified mail postage pre-paid), if the Registered Submitter has provided a facsimile telephone number to the Recording Officer. Such notice shall be sent to the Registered Submitter's address as set forth below or to such other address as the Registered Submitter may subsequently designate in writing:

_____

_____

_____

c. The Registered Submitter may defeat such termination by curing the default within 30 (thirty) days of the date of receipt of the notice.

d. The Registered Submitter's registration shall also be terminated upon termination of this Agreement.

14. Pursuant to 9 NYCRR §540.7(i)(9), this Agreement must specify the rules for amending the Terms and Conditions Agreement. The Registered Submitter understands and acknowledges that this Agreement, which serves as the Terms and Conditions Agreement may not be amended except by an instrument in writing signed by a duly authorized representative of each of the parties.

15. The term of this Agreement shall commence upon execution of this Agreement by both parties, as evidenced by the later of the dates reflected below, and shall be effective until terminated by either party, pursuant to the terms of this Agreement.

16. Either party may terminate this Agreement by giving written notice to the other party at least sixty (60) days in advance of the date on which the Agreement is sought to be terminated.

17. The Registered Submitter shall not assign or subcontract any part of this Agreement. Any purported assignment or subcontracting of any part of this Agreement is void. Nothing herein is intended or shall be construed to confer upon or give to any third party or its successors and assigns any rights, remedies or basis for reliance upon, under or by reason of this Agreement.

18. This Agreement shall not be enforceable until signed by both parties and approved by the Office of the County Attorney.

In WITNESS WHEREOF, the Recording Officer and the Registered Submitter have executed this Agreement.

The COUNTY of ERIE

By: _____

Name: CHRISTOPHER L. JACOBS
Title: Erie County Clerk
Date:

Insert Registered Submitter's Name: _____

By:_____

Name:
Title:
Date:

System User Name(s):_____

Authorized by the County of Erie Legislature on the 21st day of March, 2013. Comm. 5E-4(2013)

_____

_____

Approved as to form:

_____
Assistant County Attorney

ACKNOWLEDGMENT
(INDIVIDUAL)

STATE of New York)
COUNTY of Erie) SS.

On the ___ day of _____, 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individuals whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

_____
Notary Public

ACKNOWLEDGMENT
(CORPORATION)

State of New York) ss.:
County of _____)

On the _____ day of_____ in the year_____ before me personally came_____ to me known, who, being by me duly sworn, did depose and say that he/she reside(s) in

_____
_____
_____ (if the place of residence is in a city, include the street and street number, if any, thereof); that he/she is the (president or other officer or director or attorney-in-fact duly appointed) of the _____(name of corporation), the corporation described in and which executed the above instrument; and that he/she/they signed his/her/their name(s) thereto by authority of the board of directors of said corporation.

_____
Notary Public

SOLE CORPORATE OFFICER ACKNOWLEDGMENT

State of New York) ss.:
County of _____)

On the _____ day of_____ in the year_____ before me personally appeared _____ to me known, who, being by me duly sworn, did depose and say that he/she resides in

_____
_____
_____ (if the place of residence is in a city, include the street and street number, if any, thereof); that he/she acknowledged to me that he/she executed the same in his/her capacity as President and sole officer and director of (name of corporation), the corporation described in and which executed the above instrument; and acknowledged that he/she owns all of the issued and outstanding capital stock of said corporation, and that he/she signed the within instrument on behalf of said corporation.

_____
Notary Public

SOLE LIMITED LIABILITY COMPANY (LLC) MEMBER ACKNOWLEDGMENT:

State of New York) ss.:
County of _____)

On the _____ day of_____ in the year_____ before me personally appeared_____ to me known or proved to me on the basis of satisfactory evidence to the be individual whose name is subscribed to the within instrument and , who, being by me duly sworn, did depose and say that he/she executed the same in his/her capacity as Managing Member and sole member of _____ (name of LLC), the limited liability company described in and which executed the above instrument; and acknowledged that he/she owns the entire ownership interest in the LLC, and that he/she signed the within instrument on behalf of said LLC.

_____
Notary Public

CERTIFICATE OF AUTHORITY (CORPORATION)

I, _____, certify that I
(Officer other than officer signing contract)

am the _____ of the _____,
(Title) (Name of Corporation)

a corporation duly organized and in good standing under the _____

_____
(Law under which organized, e.g., the New York Business Corporation Law)

named in the foregoing agreement; that _____
(Person executing agreement)

who signed said agreement on behalf of the _____
(Name of Corporation)

was, at the time of execution _____
(Title of such person)

of the Corporation and that said agreement was duly signed for and on behalf of said corporation by authority of its Board of Directors, thereunto duly authorized and that such authority is in full force and effect at the date hereof.

_____
(Signature)

STATE OF _____) ss.:
COUNTY OF _____)

On the _____ day of _____ in the year 20__ before me, the undersigned, a Notary Public in and for said State, _____personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the officer described in and who executed the above certificate, who being by me duly sworn did depose and say that he/she resides at _____, and he/she is an officer of said corporation; that he/she is duly authorized to execute said certificate on behalf of said corporation, and that he/she signed his/her name thereto pursuant such authority.

_____
Notary Public

CERTIFICATE OF AUTHORITY (LIMITED LIABILITY COMPANY)

I, _____,
(Member or manager other than person signing the Agreement)

certify that I am a _____ of _____
(Member/Manager) (Name of Limited Liability Company)

(the "LLC") duly organized under the Laws of the State of _____;
(Name of State)

that _____ who signed said Agreement on behalf of
(Person Executing Agreement)

the LLC was, at the time of execution, a manager of the LLC; that said Agreement was duly signed for and on behalf of said LLC and as the act of said LLC for the purposes therein mentioned.

_____
(Signature)

STATE OF _____) ss.:
COUNTY OF _____)

On the _____ day of _____ in the year 20__ before me, the undersigned, a Notary Public in and for said State, _____personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the member/manager described in and who executed the above certificate, who being by me duly sworn did depose and say that he/she resides at_____,
and he/she is a member/manager of said LLC; that he/she is duly authorized to execute said certificate on behalf of said LLC, and that he/she signed his/her name thereto pursuant such authority.

_____
Notary Public

CERTIFICATE OF AUTHORITY (Partnership)

I, _____,
(Partner other than Partner signing Agreement)

certify that I am General Partner of _____,
(Name of Partnership)

a partnership duly organized under _____;
(Law under which partnership is organized)

and named in the foregoing Agreement; that _____ who
(Partner Executing Agreement)

signed said Agreement on behalf the Partnership was, at the time of execution, a General Partner of said Partnership; that said Agreement was duly signed for and on behalf of said Partnership and as the act of said firm for the purposes therein mentioned.

_____
(Signature)

STATE OF _____) ss.:
COUNTY OF _____)

On the _____ day of _____ in the year 20__ before me, the undersigned, a Notary Public in and for said State, _____personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the partner described in and who executed the above certificate, who being by me duly sworn did depose and say that he/she resides at_____, and he/she is a general partner of said Partnership; that he/she is duly authorized to execute said certificate on behalf of said Partnership, and that he/she signed his/her name thereto pursuant such authority.

_____
Notary Public

CERTIFICATE OF AUTHORITY (LIMITED LIABILITY PARTNERSHIP)

I, _____,
(Partner other than Partner signing Agreement)

certify that I am a partner of _____
(Name of Limited Liability Partnership)

(the "LLP") duly organized under _____;
(Law under which partnership is organized)

and named in the foregoing Agreement ; that _____ who
(Partner Executing Agreement)

signed said Agreement on behalf of the LLP was, at the time of execution, a partner of the LLP; that said Agreement was duly signed for and on behalf of said LLP and as the act of said LLP for the purposes therein mentioned.

_____
(Signature)

STATE OF _____) ss.:
COUNTY OF _____)

On the _____ day of _____ in the year 20__ before me, the undersigned, a Notary Public in and for said State, _____personally appeared, personally known to me or proved to me on the basis of satisfactory evidence to be the partner described in and who executed the above certificate, who being by me duly sworn did depose and say that he/she resides at_____, and he/she is a partner of said LLP; that he/she is duly authorized to execute said certificate on behalf of said LLP, and that he/she signed his/her name thereto pursuant such authority.

_____
Notary Public

NewVision Official Records System

Electronic Recording

Submitter Guidelines

For PRIA 2.4

NewVision Systems Corporation
50 Locust Avenue
New Canaan, CT 06850
(203) 323-4623

March 2013

About This Guide

This guide presents the basic information necessary to establish a relationship and submit documents for electronic recording when implementing the PRIA 2.4 standard. Older versions of eRecording, while still supported, are described in a different manual.

Who Should Use This Guide

This guide serves as a training manual for vendors of the system. It is assumed that the vendor has general programming knowledge, experience with Web services, and XML knowledge, as well as a detailed understanding of the concepts and standards as promulgated by PRIA.

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1.0 eRecording/Getting Started

There are several pieces of information required of the submitter for establishing a relationship with the Recorder for the submission of electronic recordings. This document describes those that are currently required and serves as a submitter's guide for the interactive process of eRecording.

Business Requirements:
In order to participate in electronic recording with the Recorder's office you will need to:

- Establish an ACH payment or escrow account with the Recorder.
- Provide basic contact information, including backup/alternative emails and telephone numbers.
- Acquire or develop a software package that utilizes and conforms to the PRIA2 xml DTD
- Acquire or develop a software package that interacts with a Web Service to request and receive recording information
- Receive from the Recorder's Office an account number to identify your documents.
- Receive from the Recorder's Office a list of the document types that are currently accepted.
- Successfully complete a testing process.
- Comply with the procedures and rules established by the Recorder's office.

Testing

Initial testing will be conducted to the satisfaction of both parties at a URL address sent with the start- up package.

Production

Upon successful completion of testing, the production URL for the Request and Receiving Web Services will be sent. All eRecording activity will be through these two services.

Information to be supplied by Submitter

- Agent Name
- Mailing Address
- Name of primary and secondary contact person
- Telephone number of primary and secondary contact person
- Fax Number
- email address of primary and secondary contact person
- ACH Account. If a submitter selects ACH payment, he must preauthorize the Recorder to collect ACH debits from his designated bank account for all fees associated with recording. He will be notified by the office when the transaction authorization is complete and will be supplied an Agent Account ID.

Submitter Elections

In addition to the above information, submitters will need to declare if they wish to have the original unstamped documents returned as well as the stamped documents.

2.0 eRecording Process Documentation

The following represents the basic information and the required information necessary to participate in the NewVision eRecording process.

Model 2 and Model 3 documents are accepted. Model 3 documents submitted as PDF will be decoded and translated into a TIF format. If the document is in a TIF format, it must be created at the minimum DPI specified by the Recorder.

The XML requirements of the NewVision eRecording software are based on the published PRIA V2.4 XML DTD and schema.

3.0 The eRecording Process

In the eRecording Process, there are two parties, the submitter and the recorder, communicating through the software components supplied by NewVision.

The Submitter is responsible for:

- Assembling batches of work that comply with the requirements of the NewVision Software and the Recorder
- Generating and tracking the unique "Packet ID" of each submission.
- Sending the batches of work to the Web Service interface designed by NewVision
- Ensuring adequate funds are available for the calculated recording fees.
- Querying the Response Web Service to receive completed recording information or to determine the status of the submitted batches

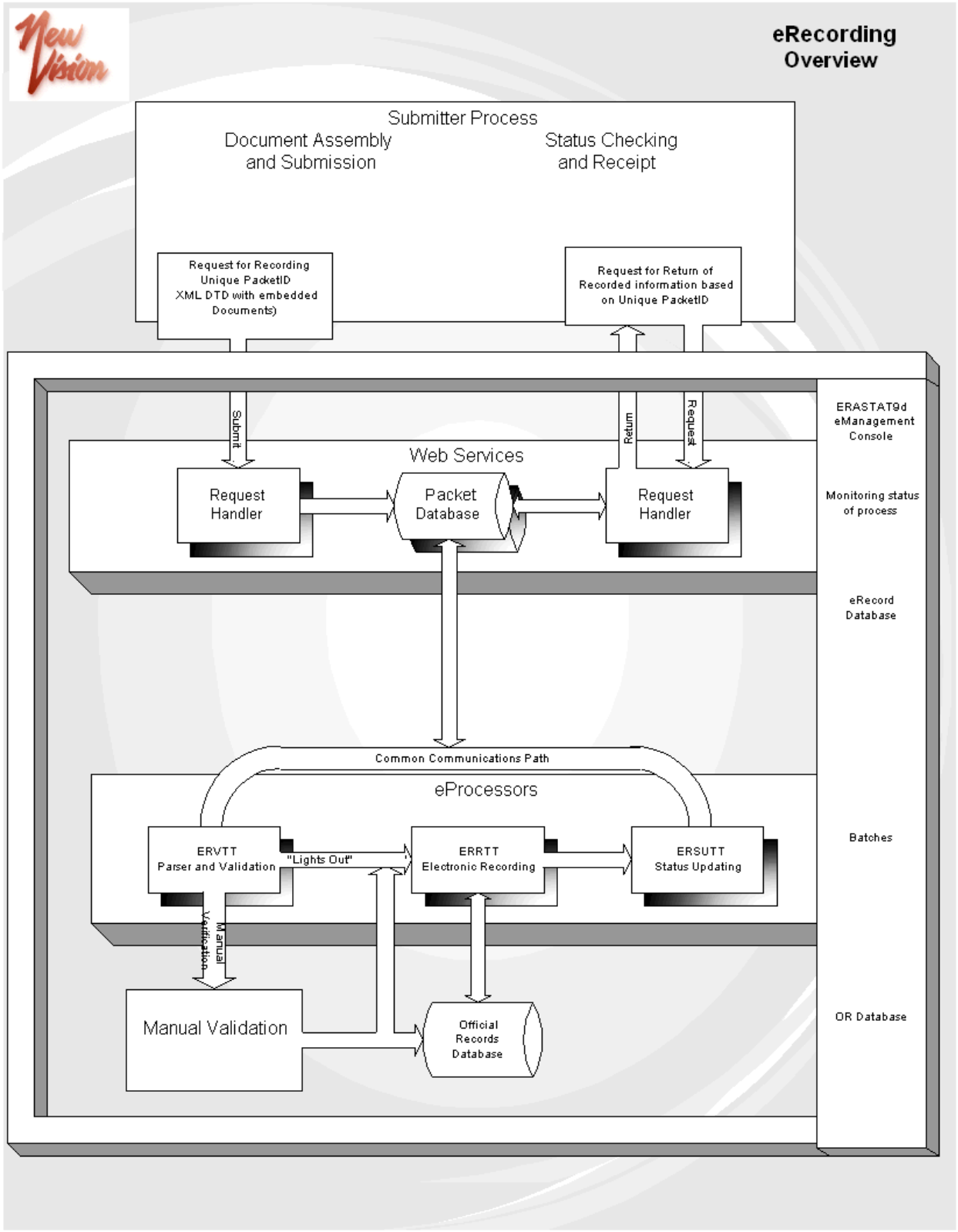
NewVision Components are responsible for:

- Providing Web services through which requests and receipts are queried
- Decoding the incoming batches of work and determining compliance with electronic validation
- Moving the batch along a recorder -determined work flow
- Completing the eRecording of the batch
- Assembling return messages and completed recording information

The Recorder is responsible for:

- Manual validation (if chosen)
- Overall control and monitoring of the process

The following chart provides a logical depiction of these segments and the data flow between them:


eRecording
Overview
Submitter Process
Document Assembly
and Submission
Status Checking
and Receipt
Request for Recording
Unique PacketID
XML DTD with embedded
Documents)
Request for Return of
Recorded information based
on Unique PacketID
Submit
Return
Request
Web Services
Request
Handler
Packet
Database
Request
Handler
ERASTAT9d
eManagement
Console
Monitoring status
of process
eRecord
Database
Common Communications Path
eProcessors
ERVTT
Parser and Validation
"Lights Out"
ERRTT
Electronic Recording
ERSUTT
Status Updating
Batches
Validation
Manual
Manual Validation
Official
Records
Database
OR Database

A. Submitter

The submitter is responsible for assembling all components of a batch into the format acceptable to the New Vision eRecording Software and the Recorders office. The packet may be assembled using either a model 2 or 3 process. The document images may be TIF or PDF. Documents submitted as PDF will be decoded and translated into a TIF format. If the PDF Intellidoc process is used to sign and secure the document, the submitter can elect to receive an unaltered version of the PDF back without the recording information.

1. Assembling the Batches

With an application tool:

Many application development tools support automatic generation of the HTTP requests to a Web service. In the .NET environment, for example, Visual Studio can generate either a Web service reference or a Web service proxy.

Submitters using a tool to generate the Web Service client will need to know the following information:

1. The URL for the e-recording submission Web service is:
   http://*server-ip*/erecord_request_2_4/erecord_request_service.asmx

2. The operation method for submission is "erecord_request", which takes three case sensitive string parameters. The first is the header XML:

   <XML_FORMAT>
   PRIA_2.4
   </XML_FORMAT>
   <PACKET_FROM>
   (Value supplied by the recorder that represents the Account Name from which funds will be debited. This will default to the XML_FORMAT Name if not supplied)
   </PACKET_FROM>
   <PACKET_ID>
   (Submitter-defined unique ID value, It is recommended that GUID can be used to guarantee uniqueness)
   </PACKET_ID>

   The second parameter is the formatted XML document based on the PRIA standards. In the Visual Studio .NET environment, this should be supplied as an XmlNode object (or a derived object such as XmlDocument). In other environments, the XML can be loaded into a string. Note: The Packet ID must also be embedded into the XML document under the element name of <TRANSACTION_IDENTIFIER=_VALUE="*PACKET_ID*"

3. The URL for the e-recording response Web service is:
   http://*server-ip*/erecord_response_2_4/erecord_response_service.asmx

4. The operation method for the response query is "erecord_response", which takes a single case sensitive string parameter:

```
<XML_FORMAT>
   PRIA 2.4
</XML_FORMAT>
<PACKET_FROM>
   (Must be equal to the PACKET_FROM value submitted)
</PACKET_FROM>
<PACKET_ID>
   (Must be equal to the PACKET_ID value of the Request batch)
</PACKET_ID>
```

The values of PACKET_FROM and PACKET_ID are the key values which link the batch to the submitters. They are returned in all messages as originally sent, and must be duplicated to receive a response from the Request Web Service. **Note: If the Packet_From and Packet_ID value is not an identical match, you will receive the message; "PACKET NOT FOUND".** It is the responsibility of the sending organization to uniquely identify the packet they are sending. It is recommended that the PACKET ID be a GUID to guarantee uniqueness. It is further suggested that the submitter include a request for status before sending a new packet ID. This is especially useful when there is some doubt as to the need to resend a packet.

Example of a Batch constructed and ready for submission:

```
  <?xml version="1.0" encoding="ISO-8859-1" ?>
- <REQUEST_GROUP xmlns="http://www.pria.us" PRIAVersionIdentifier="2.4" >
  <REQUESTING_PARTY>
     <ELECTRONIC SIGNATURE />
  </REQUESTING PARTY>
  <RECEIVING_PARTY />
  <SUBMITTING_PARTY />
- <REQUEST InternalAccountIdentifier="account number">
- <PRIA_REQUEST>
- <PACKAGE _Identifier="submitted-defined-value">
- <PRIA_DOCUMENT _Code="D" _PRIAVersionIdentifier="2.4" >
  <GRANTOR _FirstName="SAM" _LastName="SELLER" _MiddleName="T"
     _NonPersonEntityIndicator="N" />
  <GRANTEE _FirstName="BILL" _LastName="BUYER" " _MiddleName="X"
     _NonPersonEntityIndicator="N" />
  <GRANTEE NonPersonEntityIndicator="N" _UnparsedName="NEGRE,
     MARTA"/>

- <PROPERTY>
  <_LEGAL_DESCRIPTION _TextDescription="LOT 7 BLOCK 2" >
      <PLATTED_LAND PropertyLotIdentifier="7" PropertyBlockIdentifier="2" />
  </_LEGAL_DESCRIPTION>
  </PROPERTY>
- <PARTIES>
- <_RETURN_TO_PARTY>
  <NON_PERSON_ENTITY_DETAIL />
```

```
<CONTACT_DETAIL />
  </_RETURN_TO_PARTY>
  </PARTIES>
<EXECUTION />
<MORTGAGE_CONSIDERATION />
<CONSIDERATION _Amount="125000" />
- <EMBEDDED_FILE _Description="DR219" _MIMEType="PDF"
    _EncodingType="BASE64" _NumberOfPages="1">
<DOCUMENT> actual binary  document </DOCUMENT>
  </EMBEDDED_FILE>
- <EMBEDDED_FILE File Description="DEED" MIMEType="PDF"
    FileEncodingType="BASE64" PageCount="1">
<DOCUMENT>actual binary document DOCUMENT>
  </EMBEDDED_FILE>
  </PRIA_DOCUMENT>
  <PAYMENT MethodType="ACH" />
  </PACKAGE>
<RECORDING_TRANSACTION_IDENTIFIER _Type="Erecorder"
          _TypeOtherDescription="ERECORD" _Value="packet_id" />
</PRIA_REQUEST>
</REQUEST>
</REQUEST_GROUP>
```

Assembling batches without an application tool: Submitters choosing not to use any of the existing development tools must build a HTTP POST request with a SOAP 1.1 of SOAP 1.2 data message. Examples of this message construction are in appendix A.

2. Sending the Batches to the Web Service

After the batch is assembled, the submitter is responsible for forwarding the batch to the appropriate Request Web service (Test or Production).

The time required to complete the process is largely dependent on one factor; "Are the submitted documents authorized for automatic processing?" This determination is at the discretion of the recording office. Non automatic documents must be evaluated by a clerk to determine if the document should be recorded or returned. Until this is done, a request for status on these documents can only result in an *eValidated* or *eRejected* response.

3. Querying the Response Web Service

Additionally, after a reasonable processing time has elapsed, the submitter must send a request to the appropriate Response Web service (Test or Production) to retrieve the completed document or determine the current status.

eRejected (automatic) and Rejected (manual) batches are considered finalized by the eProcessing system. The cause for the rejection is included in the response message. It is the responsibility of the submitter to correct the problem and submit the batch as a new item.

B. New Vision's eRecording Software

This process is a multipart interactive process. The Web services provide the necessary portal to the outside world of the submitter and function as an intermediary between the submitter and the eProcessing modules. The eProcessing modules provide the cashiering and indexing functions and are the interface to the official records database and the recorder.

1. Web Services: Two similar copies of these modules are installed in the recording office, one for production and one for testing. The URL's to both the testing and production version are supplied by the recording office along with other recorder specific information. Example of what to expect are:

Test: Request service (used for submission)
http://*server-IP*/erecord_request_test_2_4/erecord_request_service.asmx

Response service (used to solicit the status and returned recorded images)
http://*server-IP*/erecord_response_test_2_4/erecord_response_service.asmx

Production:
Request service (used for submission)
http://*server-IP*/erecord_request_2_4/erecord_request_service.asmx

Response service (used to solicit the status and returned recorded images)
http://*server-I*P/erecord_response_2_4/erecord_response_service.asmx

The actual replacement string for the server-IP is the responsibility of the recording office. They may choose to substitute a registered name for the actual IP address. The actual Web services used for test and production are identical except for name and service address.

As new features or standards are adopted, new Web services will be added. The intent is to permit the use of the old while the new is being evaluated and tested. In the examples above, the service names with a suffix of 2_4 represent their version number.

As implied by the forgoing conventions, it is the intent of NewVision to permit all submitters to continue using their initial process while they prepare for, test, and move to the new. However, this opportunity is under the control of the recording office and no length of time guarantees are made.

2. Decoding Batches and Determining Compliance: Batches sent (Request service) are subjected to an extensive list of validation requirements. The batches may be composed of multiple documents as in the case of a mortgage closing. Typical mortgage closings consist of a Satisfaction of Mortgage, a Deed and a new Mortgage. If all three documents are prepared and ready for recording at the same session, they can be included in the same batch. However, ALL documents in a batch must be acceptable or all will be rejected.

Reporting on Submitted Batches. There are two types of messages returned for any response requested (Response Service):

1. Successful Recording - represents a successfully completed and recorded batch. This message contains a PACKAGE in which the recorded information and image is returned.
2. Current Status. The current and possibly final status of a submitted batch. This message always contains a Status element and has an empty PACKAGE.

3. Return Messages

Successful Recording All documents in the batch have been accepted and recorded. This message is based on the PRIA standard DTD which has no Status codes or reporting. However, it is easily recognized because it is the one response that contains a PACKAGE. The package body returns the images of the recorded document and recording data. A sample of this response follows:


```
  <?xml version="1.0" encoding="UTF-8" ?>
- <RESPONSE_GROUP xmlns="http://www.pria.us"
    PRIAVersionIdentifier="2.4">
    <RESPOND_TO_PARTY />
    <RESPONDING_PARTY />
    - <RESPONSE ResponseDateTime="yyyy-mm-ddThh:mm:ss"
        InternalAccountIdentifier="90001">
    - <PRIA_RESPONSE>
      - <PACKAGE _Identifier="7">
        - <PRIA_DOCUMENT _Code="" _Type="D"
            _UniqueIdentifier="14010662"
            PriaVersionIdentifier="2.4">
            <GRANTOR _NonPersonEntityIndicator="N"
              _FirstName="SAM" _MiddleName=""
              _LastName="SELLER" _NameSuffix="" />
            <GRANTEE _NonPersonEntityIndicator="N"
              _FirstName="BILL" _MiddleName=""
              _LastName="BUYER" _NameSuffix="" />
           <GRANTEE NonPersonEntityIndicator="N"
           _UnparsedName="NEGRE, MARTA"/>

          - <PARTIES>
            - <_RETURN_TO_PARTY>
                <NON_PERSON_ENTITY_DETAIL />
                <CONTACT_DETAIL />
              </_RETURN_TO_PARTY>
            </PARTIES>
            <EXECUTION />
          - <RECORDING_ENDORSEMENT
              _InstrumentNumberIdentifier="20050321"
              _PagesCount="1"
```

```
    _RecordedDateTime="2006-01-
    24T11:31:26 AM" _Volume="32">
    <_VOLUME_PAGE
      _NumberIdentifier="213" />
  - <_FEES _TotalAmount="760.00">
      <_RECORDING_FEE
        RecordingEndorsementFeeSequence
        Identifier="1"
        RecordingEndorsementFeeDescriptio
        n="DOCUMENT STAMP TAX"
        _Amount="0" />
      <_RECORDING_FEE
        RecordingEndorsementFeeSequence
        Identifier="2"
        RecordingEndorsementFeeDescriptio
        n="DEED DOCUMENT TAX"
        _Amount="750.00" />
      <_RECORDING_FEE
        RecordingEndorsementFeeSequence
        Identifier="3"
        RecordingEndorsementFeeDescriptio
        n="INTANGIBLE TAX"
        _Amount="0" />
      <_RECORDING_FEE
        RecordingEndorsementFeeSequence
        Identifier="4"
        RecordingEndorsementFeeDescriptio
        n="RECORDING FEE"
        _Amount="5.00" />
      <_RECORDING_FEE
        RecordingEndorsementFeeSequence
        Identifier="5"
        RecordingEndorsementFeeDescriptio
        n="TRUST FEE" _Amount="1.00"
        />
      <_RECORDING _FEE
        RecordingEndorsementFeeSequence
        Identifier="6"
        RecordingEndorsementFeeDescriptio
        n="INDEX FEE" _Amount="0" />
      <_RECORDING _FEE
        RecordingEndorsementFeeSequence
        Identifier="7"
        RecordingEndorsementFeeDescriptio
        n="EXTRA FEES" _Amount="4.00"
        />
    </_FEES>
  </RECORDING_ENDORSEMENT>
- <EMBEDDED_FILE FileEncodingType="BASE64"
    MIMEType="TIFF" PageCount="1">
    <DOCUMENT> (Actual Bininary TIF
      document)=
```

```
                    </DOCUMENT>
                  </EMBEDDED_FILE>
                </PRIA_DOCUMENT>
                <PAYMENT _MethodType="ACH"
                    _ReferenceIdentifier="receipt number" />
              </PACKAGE>
              <RECORDING_TRANSACTION_IDENTIFIER
                  _Value="packet_id" />
            <ORIGINATING_RECORDING_REQUEST
                _Identifier="packet_id"/>>
              <STATUS Code= 'P'  Name='Verified and Recorded'>
            </PRIA_RESPONSE>
          </RESPONSE>
        </RESPONSE_GROUP>
```

Status Reporting: All submitted batches that are recognized are tracked through the eRecording process with a status code that represents the location of the batch in the workflow. In many cases the status will only exist for extremely short periods. In others, like those that depend on manual intervention they may exist for longer periods. At any point after a submitted request is recognized, a request to the Receipt Web service will return a response appropriate to the real time batch status.

The basic format of the receipt response message is:

```
<?xml version='1.0' encoding='UTF-8'?>
<RESPONSE_GROUP xmlns='http://www.pria.us' PRIAVersionIdentifier='2.4'>
<RESPOND_TO_PARTY/><RESPONDING_PARTY/>
<RESPONSE>
<PRIA_RESPONSE>
<PACKAGE/>
<STATUS _Code="s" _Name="Short message" _Description='Extended description of
the status"></STATUS>
</PRIA_RESPONSE>
<ELECTRONIC_SIGNATURE/>
</RESPONSE>
</RESPONSE_GROUP>
```

Possible Status Messages: These messages are returned for batches that are currently engaged in one of the steps of processing. Actual responses in BLUE BOLD, the associated variables in red with their system meaning follow:

<STATUS _Code='null' _Name='Received' _Description= 'Batch received and pending parsing and electronic validation.' </STATUS>

Full description: The Request Web Service has acknowledged the receipt of the batch. This status should be of short duration and will change as soon as the eValidater finishes processing the batch. Possible causes for this persisting are:

- Web server is running at full capacity and has a backlog of requests
- eValidation process hasn't been started, is running at full capacity or has paused.

<STATUS _Code='V' _Name='eValidated' _Description= 'Batch has been parsed and is in compliance with automated validation rules.' </STATUS>

Full Description: The automated parsing program has confirmed compliance with the XML DTD standards and has determined that the submitter and the batch content comply with establish recording processing requirements. This status would be of short duration for automatically recorded documents, but can be expected to persist for documents that are required to undergo manual verification. Possible causes for this status persisting are:

- Document type marked for manual validation and operator has not yet reviewed the document.
- Automatic recording hasn't been started, is running at full capacity or has paused.

<STATUS _Code=A' _Name='Verified' _Description= 'Batch has been verified by a clerk and is pending recording ' </STATUS>

Full Description: A human operator has reviewed the batch and found all documents to be acceptable for recording. This Status should exist for an extremely short period of time. Possible causes for this persisting are:

- The eRecording process has not been started, is running at full capacity or has paused.
- The Recording Database is running at full capacity

< STATUS _Code='D' _Name='Processing Suspended' _Description= 'DO NOT resubmit this batch. A system related problem has been identified and processing has been suspended until the cause has been found and a solution enacted.' </STATUS>

Full Description: This batch has passed through the received status and possibly others. However, a system condition surfaced that caused processing to be halted pending manual intervention. Once an operator determines the cause and affects a solution, this batch will be re-evaluated. Duration of this status is undetermined. Possible causes include:

- Database Errors
- Insufficient space remaining for processing
- Network connectivity issues.

Final Status: These messages are returned for batches that have been rejected. Batches with this response must be corrected and processing must be again requested. Actual responses and their meaning with the replacement string in BOLD are:

<STATUS _Code='R' _Name='eRejected' _Description= 'Batch is not incompliance with established rules.">
<RECORDING_ERROR _Type="Other" _TypeOtherDescription='error reason' />
</STATUS>

Full Description: There are numerous reasons for a batch to be considered out of compliance. The error reasons are intended to supply the underlying cause of the problem. It should be noted that automated validation stops at the first detected error. It is therefore possible to have additional errors embedded that would be detected on a second pass. Typically, errors from this stage of processing are only encountered during initial testing of an agent and the document types. Typical error reasons include:

- **No PACKET ID or the XML format not entered**
- **Incorrectly formatted XML DTD**
- **Agent Account Not found**
- **Agent Account doesn't match Agent Name**
- **Agent Not permitted to eRecord**
- **Agent Not permitted to send this document type**
- **Insufficient parties submitted for document type**
- **(In Florida) Deed submitted without a DR219**
- **If an Escrow request, Insufficient Funds for fees calculated.**
- **If ACH requested, daily fees exceed permitted level.**

```
<STATUS _Code='X' _Name='Rejected' _Description= 'Batch has been rejected by a clerk for the reason shown">
<RECORDING_ERROR _Type="Other" _TypeOtherDescription='error reason' />
</STATUS>
```

Full Description: Documents that were not designated for automated recording go to a manual queue where an experienced clerk reviews the summation. Documents that are in this status have been found by the clerk to be unacceptable for recording. The error reason is manually entered by the clerk and is expected to provide adequate information for correction. Some typical reasons are:

- Model 2 submission and the document image doesn't match the XML data.
- (In Florida) document image of the DR219 doesn't match the deed.

C. Recorder

The Recording office defines the rules and requirements for all submitters. They may choose to permit only specific documents types prepared by specific agents to be processed automatically. In this case, submitted and conforming batches will normally be processed within minutes of submission. The alternative is a default to a manual review and verification of the document.

1. Manual Validation

If manual validation is chosen, conforming documents will not be recorded until an operator reviews the document and indicates that the document meets the essential requirements. If the operator decides that the batch is non-conforming, the operator rejects the batch. The submitter will get a Rejected status when the Web service is polled for the batch.

2. Overall Control and Monitoring

The recorder will also be using the NewVision eRecording Management application which provides an overall view of all batches in the process. This application permits them to see all submitted work, the current processing state similar to the Status Codes presented above, the essential details of the batch, the formatted XML, the raw XML and an error log associated with each batch.

With the use of the Response Web Service and the eRecording Management Application, the recorder may expect that all reasonable questions should be answerable without need for human interaction. One possible exception is when a batch is reported to be in a *Processing Suspended* status. This status was created and is used in the event that some system event is preventing the completion of the evaluation and recording for this batch. In this event, the recorder is required to take three steps:

1) Determine the cause of the problem from the error messages
2) Affect an appropriate remedy
3) Attempt reprocessing of the batch.

Alternatively, the recorder could determine that the problem is with the source batch and choose to have it rejected. In this case, the recorder is expected to enter additional message text that explains the reason for his action.

In all cases, a submitter with a batch in a *Processing Suspended* status should NOT resubmit the batch. Doing so, may result in duplicate recordings and duplicate charges.

4.0 Recorders eRecording Requirements

While the PRIA DTDs define the standard data definitions, until PRIA moves to schema, additional documentation is necessary to define characteristics and requirements. There are currently two areas where this has been done: DR219 requirements for deeds that are specific to Florida, and the validation rules through which the incoming XML will be tested:

DR219: This form must be submitted with each deed that is to be recorded. It must be included in the deed package with a DOC_TYPE tag of DR219. If it is not present, the recording will be rejected. The DR219 form is not returned in the response message.

Validation rules: A spreadsheet which defines the standards to which the XML data types are subjected is attached as Appendix B

5.0_Appendices

Appendix A: eRecord Request

The post command is:

```
POST /erecord_request_2_4/erecord_request_service.asmx HTTP/1.1
Host: server-ip-address
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://newvisionsystems.com/erecording_2_1/erecord_request"
```

The **length** value above is the total length of the following SOAP message, which is sent as the following request data:

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <erecord_request xmlns="http://newvisionsystems.com/erecording_2_1">
      <input_header>string</input_header>
      <input_xml>xml</input_xml>
    </erecord_request>
  </soap:Body>
</soap:Envelope>
```

In the above message, substitute the following for **string:**

```
<XML_FORMAT>
PRIA_2.4
</XML_FORMAT>
<PACKET_FROM>
```

(Value supplied by the recorder that represents the Account Name from which funds will be debited. This will default to the XML_FORMAT Name if not supplied)

```
</PACKET_FROM>
<PACKET_ID>
submitter-defined value, e.g. 12222
</PACKET_ID>
```

Substitute the PRIA-formatted XML document for the **xml** value above.

This request will add the document sent to our email_queue table and send a response with a return code 0 if the data was loaded successfully or an error code and error message if there was an error. The HTTP response message appears as follows:

```
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <erecord_requestResponse
xmlns="http://newvisionsystems.com/erecording_2_1">
      <erecord_requestResult>string</erecord_requestResult>
    </erecord_requestResponse>
  </soap:Body>
</soap:Envelope>
```

The value of **string** in this response is the following XML:
<RESPONSE>
    <ERROR_CODE>**n**</ERROR_CODE>
    <MESSAGE>**text**</MESSAGE>
</RESPONSE>

The value of **n** is numeric, **0** indicates success. The value of **text** is a message such as **DATA UPLOADED SUCCESSFULLY.**

Appendix B: Requesting Status of a Submission Request

The following HTTP POST command will return the current status of the package submitted:

```
POST /erecord_response_2_4/erecord_response_service.asmx HTTP/1.1
Host: server-ip-address
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://newvisionsystems.com/erecording_2_1/erecord_response"
```

The **length** value above is the total length of the following SOAP message, which is sent as the following request data:

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
```

```
    <erecord_response xmlns="http://newvisionsystems.com/erecording_2_1">
      <input_xml>string</input_xml>
    </erecord_response>
  </soap:Body>
</soap:Envelope>
```

In the above message, substitute the following for **string:**

```
<XML_FORMAT>
PRIA_2.4
</XML_FORMAT>
<PACKET_FROM>
submitter-defined value from the request's <XML_FORMAT> tag, e.g. ACS_1.0
</PACKET_FROM>
<PACKET_ID>
submitter-defined value from the request's <PACKED_ID> tag, e.g. 12222
</PACKET_ID>
```

This command will access the e-recording Oracle database here and return an appropriate message to the sender, in the following response:

```
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <erecord_responseResponse
xmlns="http://newvisionsystems.com/erecording_2_1">
      <erecord_responseResult>string</erecord_responseResult>
    </erecord_responseResponse>
  </soap:Body>
</soap:Envelope>
```

Appendix C: Additional New Vision XML Tags

The following extra XML TAGS are for submitted Mortgage and Deed Documents:

- NV County - Hard coded to county name
  <NV_COUNTY County="Erie" />

- NV Common Towns / Locality – Integer translated to a lookup table
  <NV_COMMON_TOWNS Town_Code="123456" />

- NV Deed RP Type – Integer translated to a lookup table
  <NV_DEED_RP_TYPE Deed_RP_Code="1" />

code	rp_type
1	1-3 FAMILY (A,B)
2	AGRICULTURAL (E)
3	CONDO (G+8)
4	PROP CLASS 100-299
5	SR ELIGIBLE

- NV Deed Exempt – Integer translated to a lookup table
  <NV_DEED_EXEMPT Deed_Exempt_Code="2" />

code	exempt_type
1	TP584 III a
2	TP584 III b-l
3	SR CITIZEN
4	RE-RECORD
5	GRANTOR EXEMPT TP

- NV Lender Type – "BANK" "PRIVATE"
  <NV_LENDER_TYPE TYPE="Bank" />

- NV Dwelling Type – List of hardcoded values
  "1-2 Family" , "3-6 Family","PTComm/PTRes", "Comm/Vacant"
  <NV_DWELLING_TYPE TYPE="1-2 Family" / >

- NV Exempt Mtg – List of hardcoded values
  <NV_EXEMPT_MTG TYPE="252 Affidavit" />

Exempt_MTG	
"252 Affidavit"	-exempts all mortgage taxes
"253 Affidavit"	-exempts NFTA Special Additional tax
"255 Affidavit"	-exempts all mortgage taxes
"255Aff New Money"	-Pays all mortgage taxes
"Gov Exempt"	-exempts all mortgage taxes
"Re-Record"	-exempts all mortgage taxes
"Tax Paid"	

Example Town Codes

town_code	town_name
140200	BUFFALO
140900	LACKAWANNA
141600	TONAWANDA CITY
142001	ALDEN VLG
142089	ALDEN TOWN
142201	AMH-WMSVL VLG
142289	AMHERST
142401	AUR-E AURORA VL
142489	AURORA
142600	BOSTON
142801	BRT-FARNHAM VLG
142889	BRANT 456
143001	CKG-SLOAN VLG
143003	CKG-DEPEW VLG
143005	CKG-WMSVL VLG
143089	CHEEKTOWAGA
143200	CLARENCE
143400	COLDEN
143601	COL-GOWANDA VLG
143689	COLLINS
143801	CON-SPRINGVL VL
143889	CONCORD
144000	EDEN
144200	ELMA
144401	EVA-ANGOLA VLG
144489	EVANS
144600	GRAND ISLAND
144801	HMB-BLASDELL VL
144803	HAMBURG VLG
144889	HAMBURG TOWN
145000	HOLLAND
145201	LAN-DEPEW VLG
145203	LANCASTER VLG
145289	LANCASTER TOWN
145400	MARILLA
145601	NST-AKRON VLG
338888	MISCELLANEOUS
339999	HOLD
999999	NULL

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Starter package Information

Agent Name:
Agent Number: _____-____
Test Request Server Address: _____
Test Response Server Address :_____

Production Request Server Address: _____
Production Response Server Address: _____

Replacement String Values:
PRIA 2.4 Packet value:

```
<REQUEST InternalAccountIdentifier=above agent number
```

Header String values:

```
<XML_FORMAT>
    PRIA_2.4
</XML_FORMAT>
<PACKET_FROM>
    (above agent name or default to the XML_Format name.)
</PACKET_FROM>
```