



COUNTY OF ERIE

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COUNTY CLERK

PROPERTY DESCRIPTIONS

- I. **GENERAL INDEXING RULES.** This data will appear in the Legal Desc Field (SCT-maximum of 25 characters/NewVision max set to 40). Index will contain **only** property situate in **ERIE COUNTY**. The property description **must** contain **lot/subdivision lot/sublot & map cover or metes and bounds description**.

Property as Listed in the LEGAL DESC field of the Index:

1	2	3	4	5
VLG	Great/Farm Lot	Township/Range	Subdivision lot	Map Cover #
TWN	Outer/Village Lot	"	"	"
CTY	Lot-Section	"	"	"

1) **ALWAYS** index smallest entity, i.e. Village of Williamsville, Town of Amherst: WMV is listed, not AMH. If village is listed, use village abbreviation; if no village is listed, use town or city abbreviation; if property is in the City of Buffalo use "CTY".

2) Great/Farm/Outer/Village Lots are listed using the **lot number only**. Some lot numbers contain fractions - do **not** index the fraction but use the "+" (plus sign) after the lot number to designate additional information, i.e. AMH 7+. Lancaster (LAN) and Clarence (CLA) use Great Lots and **section** numbers to describe. Use hyphen between the Great Lot and section numbers, i.e., LAN **7-10** 11/6

3) Township and range are separated by / (forward slash).

4) Whole (described as "all of") lot/subdivision lot/sublot, use "S"; if partial (described as "feet of" or "part of") lot/subdivision lot/sublot, use "PS," i.e., **S10** or **PS10** or **S10&PS11**. **Whole is always listed before partial.**

A property may list a Great Lot and then a lot/subdivision lot/sublot or part of a lot/subdivision lot/sublot; the lot/subdivision lot/sublot other than a Great Lot is preceded by **L**, part of a lot/subdivision lot/sublot is preceded by **PL**, i.e. LAN 7-10 11/6 **L23** C2345.

If there is more than 1 subdivision or partial subdivision:

a) **If there is room in the field use the "&" to link non-inclusive numbers**, i.e., TON 20 12/8 **PS14&25** C1374

b) If the numbers are consecutive without any gaps ("to/through") list the **lowest number- (hyphen) highest number**; i.e., AMH 91 12/7 **S13-16** C1547

c) If space is limited, list WHOLE subdivision number(s) first, starting with the lowest number and place "+" (plus sign) directly after it; i.e., HMB 12 9/8 **S51+** C2074

5) Map Cover Number is final entry and is preceded by "C". The map cover number **must** be included on all property descriptions except condominium units and property conveyed pursuant to an In Rem tax foreclosure. If spacing is limited, eliminate lot/subdivision lot/sublot number to be able to list map cover number. If more than one map cover is listed and there is not enough room to list all numbers, place a "+" after the map cover number(s) that will fit in the property description field.

6) If the Lot, Township, Range, Subdivision, and Map Cover Number for a (Buffalo) City parcel are not given, use "CTY" (City of Buffalo designation) and the first street name listed (do **not** index "ST," "AVE," "RD" etc.). The street name should not be abbreviated. **NEVER** index a block number.

7) **One parcel may be located within more than one Great Lot, Township, or Range in the same town.** (For rules regarding parcels that include more than one lot/subdivision lot/sublot, see paragraph 4, above.) It is important to accurately index as much information as possible. Refer to samples below that list property for the following:

CTY47 11/8&66 11/7 L6C462

↑ ↑ Note different range numbers; because there more than one range number-lots/subdivision lots/sublots are kept with each respective Township/Range numbers (note spaces can be deleted as long as numbers are not placed together, i.e. L6C462.)

AKR 1-6 12/5&28 12/5

[Above example repeats same township and range because it would be confusing to list 1&28-6 as lot 28 is not within a corresponding section](#)

CTY 17&54 10/8 PS 53-54 C440

↑Great Lot numbers kept together

Example: *All that tract or parcel of land, situate in the City of Buffalo, County of Erie and State of New York, being part of Lot No 54, Township 10, Range 8 of the Buffalo Creek Reservation and Lot No. 17 of the Gore Tract according to map filed in the Erie County Clerk's Office under Cover No. 440, is known as parts of Subdivision Lots Nos. 53 and 54, being . . .*

8) Description for a parcel located in more than one city/town/village must begin by listing all the different city/town/village abbreviations and should then list only **like information** for all towns mentioned, i.e. **EDN EVA**

"... situate in the Town of Eden and partly in the Town of Evans. . . being part of lot No. 64, Township 8, Range 8 and part of Lot No. 43, Township 9, Range 8. . ."

or **CKG CTY 11/7**

"... situate partly in the Town of Cheektowaga and partly in the City of Buffalo. . . being part of Lot 37, Township 11 and Range 7 and part of Lot 46, Township 11 and Range 7."

IF all city/town/village abbreviations will not fit, use "**VAR**" to designate various city/town/villages.

II. **ONLY INFORMATION SUPPLIED ON THE DOCUMENT WILL BE INDEXED.** If a description lacks town/city or township or range information, place a hyphen (-) as a place holder to indicate the information is not listed on the document such as:

1) Missing Town/City: -- 245 11/7 S1 C243

2) No Great Lot entry but section number: 2P LAN --8 11/6 C3392

3) Missing township: HMB 260 --/4 S3 C1610

4) Missing range: HMB 260 9/-- S3 C1610

If there is:

a) **NO** Township/Range, lot/subdivision lot/sublot or Map Cover Number mentioned, index only the information provided, i.e. **TWN LOT#23**

b) **NO** lot/subdivision lot/sublot number, index only the information provided i.e., **TWN 11/7 S--C2545**; The forward slash, "S" and "C" designation will identify the numbers listed in the index.

c) **NO** Great Lot, Township/Range, lot/subdivision lot/sublot number or Map Cover Number, index only the information provided; i.e. **TWN** or **CTY**.

d) **NO** legal description or mention of property is included in document affecting real property, index "**SEE**" in the property description field to denote document was reviewed for property information, but none is included.

III. **CHARACTERS USED IN DESCRIBING PROPERTY:**

hyphen (-) may designate:

- 1) section when used with lot number;
- 2) range of inclusive numbers (even for lot numbers);
- 3) missing or incomplete information on document

ampersand (&) more than one non-inclusive number

plus (+) indicates additional information that will not fit into the 25 character field or a fraction (ex. lot 215 1/2 should be entered using 215+)

IV. **INDEXING TWO PARCELS:** When more than one parcel is described, the **first** entry in the LEGAL DESC field will be the number of parcels, **number followed by "P,"** i.e. **3P**, to designate the number of parcels in the description.

Property descriptions may contain **more than one parcel**. Like information may be combined but **each category must be exactly the same (same Great Lot, same Township/Range, same subplot/subdivision lot/, and/or same Map Cover Number)** and then noted as 2 (or appropriate number of) parcels. **It is not necessary to list any information other than multiple town abbreviations or like information after the "2P" notation.**

Example: The following description:

Parcel A

"All that tract or parcel of land situate in the City of Buffalo, County of Erie and State of New York, being part of Lot No. 42, Township 11, Range 7 of the Holland Land Company's Survey and according to map filed in Erie County Clerk's Office under Cover No. 271, is known as subdivision lot number eight (8) in Block "C" and being thirty (30) feet front and rear by one hundred five (105) feet in depth, situate on the east side of Keystone Street, commencing one hundred twenty-eight and three hundredths (128.03) feet south of Walden Avenue.

Parcel "B"

All that tract or parcel of land situate in the City of Buffalo, County of Erie and State of New York, being part of Lot No. 42, Township 11, Range 7 of the Holland Land Company's Survey and according to map filed in Erie County Clerk's Office under Cover No. 271, is known as subdivision lot number ten (10) in Block "C" and being thirty (30) feet front and rear by one hundred five (105) feet in depth, situate on the east side of Keystone Street, commencing one hundred fifty-eight and three hundredths (158.03) feet south of Walden Avenue.

is indexed as: **2P CTY 42 11/7 C271**

Example: The following description:

"All that Tract or Parcel of Land,

Parcel A- Situate in the City of Buffalo, County of Erie and State of New York, being part of Outer Lot Numbers 52 and 53, described as follows:

Beginning at a point of intersection of the northerly line of O'Connell Avenue (formerly Sandusky Street) with the easterly line of Hamburg Street; running thence easterly along said northerly line of O'Connell Avenue, 71 feet; running thence northerly and parallel with the easterly line of Hamburg Street, 48 feet; running thence westerly and parallel with the northerly line of O'Connell Avenue, 71 feet to the easterly line of Hamburg Street; thence southerly along the easterly line of Hamburg Street, 48 feet to the point of beginning.

Parcel B-Situate in the City of Buffalo, County of Erie and State of New York, being part of Outer Lot Number 52, described as follows:

Beginning at a point in the northerly line of O'Connell (formerly Sandusky Avenue), 71 feet easterly from the easterly line of Hamburg Street; running thence northerly parallel with Hamburg Street; running thence northerly parallel with Hamburg Street, 110 feet; running thence easterly parallel with O'Connell Avenue, 30 feet; running thence southerly parallel with Hamburg Street, 110 feet to the northerly line of O'Connell Avenue; running thence westerly along the northerly line of O'Connell Avenue, 30 feet to the point or place of beginning.

is indexed as: **2P CTY**

Multi-parcel properties which affect different towns should be entered by listing the total number of parcels and then listing each town/city abbreviation; i.e., **2P WSN ORPK**

If all city/town/village abbreviations will not fit, use "VAR" to designate various city/town/villages.

V. CONDOMINIUM: - Enter **City/Town/Village abbreviation and Unit number or designation** preceded by "U," unless:

1. Commercial/Office, insert "C";
2. Garage Unit, insert "G";
3. House number, insert "H";
4. Hotel, insert "L";
5. Parking space(s), insert "P";
6. Storage unit, insert "S";
7. Carport, insert "T".

The unit number or designation (contained in the deed) means the number, letter or combination thereof or other official designation(s) identifying the unit and conforming to the tax lot number, if any, designating the unit in the declaration and on the floor plans. (RPL Article 9B-339e-15)

NOTE: For identification of condominium units, some Associations use:

-letter designations for units. Documents do not give the detail needed to distinguish whether they are using A-Z to designate units. Therefore, when the document lists Garage Unit G-38 or Storage Unit S-2 enter as: GG-38 and SS-2 and index the letter code listed above with the unit number listed on the document.

-unit number including parenthesis: Residential Unit No 1504(O-4) would be indexed as: U1504(O-4) without spaces

-unit with a building number:

Example: Unit No 3, Building No 1040, indexed as: **U1040-3** (designate the building with unit number following)

Example: Unit No 1031 Reserve-5, indexed as: **U1031 RESERVE-5**

-common address rather than unit number to distinguish "unit". Follow COMMON ADDRESS NOTES (below at Section VI) to index street address after City/Town/Village abbreviation.

INDEXING MULTIPLE CONDOMINIUM UNITS conveyed in one deed:

Units located in one Condominium Plan:

To index as listed below, all units must be located within same Condominium/Association and **with the SAME Declaration Deed (referenced by Book and Page recording information): (# denotes the actual unit number)**

-IF description contains unit and garage, index as: **TWN U# G#**

-IF description contains multiple units and parking space and/or storage units for only one unit index as: **#P TWN U# P# S#&U#**

-IF description contains consecutive multiple units, index the number of parcels and the first and last unit numbers: **#P TWN U#-#**

-IF description contains multiple units which are not consecutive, index the number of parcels using the lowest unit number:

&(ampersand sign): **#P TWN U#&#&#&#&# or**

+(plus sign) if all numbers exceed space in field: **#P TWN U#+** (lowest unit number+)

NOTE: For multi-*units* that also include building identifiers, be sure to list the units associated within each building, starting with the lowest building number.

Example: Document lists Unit 4 in Building 1058 and Unit 5 in Building 1059

Index as: **2P TWN U1058-4&1059-5**

Example when multiple units within the same building: Document lists Units 4 and 6 in Building 123 as: **2P TWN U123-4&6**

-If description omits certain identifying information, use hyphen as place holder and to indicate no specific information and index remaining information:

Example: Document lists commercial office unit, garage unit, and hotel unit

Index as: **3P CTY C- G- L-**

Units located in two or more Condominium Plans:

MULTIPLE UNITS for different Condominiums/Associations and are indexed with number of parcels and City/Town/Village abbreviations ONLY, i.e. **4P AMH HAMB LAN.**

NOTE: The Map Cover Number is not required on the document when the recording information of the Declaration is listed as part of the property description.

VI. **COMMON ADDRESSES** – Where a COMMON ADDRESS (described as “commonly known as”) rather than a full legal description, is shown to refer to real property, the address should be entered using the City/Town/Village abbreviation followed by the common address (including abbreviation for street (“ST”), avenue (“AVE”) or boulevard (“BLVD”), etc., i.e. **CTY 123 MAIN ST**

For multiple properties shown with common address only, ALWAYS index as follows:

-if only one common address is listed, index as above: (City/Town/Village code followed by house number and street name, using abbreviations)

-if more than one address on the same Street, use the ampersand sign to list all house numbers.

Example: 123 Main St and 148 Main St in Buffalo, indexed as: **CTY 123&148 MAIN ST**

VII. **IN REM Tax Foreclosure PROPERTIES** –

Deeds conveying property pursuant to a tax foreclosure will recite the In Rem Tax Foreclosure Book Number of the action and the Serial Number identifying the particular parcel

of property. The PROP DESC describing the real property being conveyed should include the City, Town, or Village and In Rem Book and Serial numbers, i.e.: **CTY IN REM146 SER1424**

Transfers of property involving **multiple serial numbers in one in-rem foreclosure action** should reflect the number of parcels; City, Town, or Village abbreviation; the IN REM number and **lowest** serial number with a plus sign, i.e.: **6P HMB IN REM128 SER144+**

Transfers of property involving **multiple serial numbers in multiple in-rem foreclosure actions** should reflect the number of parcels; City, Town, or Village abbreviation; the **lowest IN REM number** with a plus sign, i.e.: **20P CTY IN REM22+**

If multiple parcels in numerous cities/towns/villages are being transferred and all of the city/town/village abbreviations will not fit, index "**VAR**" to designate various city/town/villages.

NOTE: The above form of description is used ONLY with respect to conveyances pursuant to In Rem Tax Foreclosure Actions. **Once the referee in the in rem action transfers the property to a subsequent owner, the next deed in the chain of title owner must contain a full legal property description.**

Example: The referee transfers property to the County of Erie pursuant to a County In Rem tax foreclosure action using the description contained in the In Rem Action. When the County transfers the property back to the City or Town, the deed must contain a full legal description of the property.

**ABBREVIATIONS FOR TOWNS AND CITIES
for Indexing Property Descriptions**

Akron (Village)	AKR
Alden	ALD
Amherst	AMH
Angola (Village)	ANG
Arcade	ARC
Athol Springs	ATH SPR
Aurora	AUR
Buffalo	CTY
Blasdell (Village)	BLA
Boston	BOS
Bowmansville	BOWM
Brant	BRT
Cheektowaga	CKG
Chaffee (Village)	CHA
City of Tonawanda	CTON
Clarence	CLA
Clarence Center	CLA CTR
Colden	CLD
Collins	COL
Concord	CON
Depew (Village)	DPW
Derby	DRBY
East Aurora (Village)	EAUR
Ebenezer (New/Upper/Middle/Lower NOT Ebenezer Lands-See WSN)	EBNZR

NOTE: docs listing lots in the Town of Elma and Upper Ebenezer are to be indexed as:
ELM&EBNZR

Eden	EDN
Eggertsville	EGTSV
Elma	ELM
Evans	EVA
Farnham (Village)	FNH
Gardenville	GDNV
Getzville	GTZV
Glenwood	GLNWD
Gowanda	GOW
Grand Island	GI
Hamburg (Town & Village)	HMB
Holland	HOL
Kenmore (Village)	KNM
Lackawanna	LKW
Lakeview	LKV
Lancaster (Town & Village)	LAN
Lockport	LKP

Marilla	MAR
Newstead	NST
North Collins	NCOL
Orchard Park (Town & Village)	ORPK
Sardinia	SAR
Sloan (Village)	SLO
Snyder	SNY
Springbrook	SPBRK
Springville	SPV
Tonawanda (Town)	TON
Various (only use when all City/Town abbreviations will not fit)	VAR
Wales	WAL
Wanakah	WNKA
West Falls	W FALLS
West Seneca (see also Ebenezer)	WSN
Williamsville (Village)	WMV