

ACRIS PREP REQUEST

COMPLETE and EMAIL to nymetrorecordings@stewart.com

IMPORTANT: All fields below must be completed in order to prepare transfer tax forms through ACRIS. A copy of the deed, lease, or other transfer document must be submitted with this form. If more than one document requires transfer tax forms, a separate prep request must be submitted for each. A fee will apply to each set of transfer tax forms requested. A copy of the contract of sale must be supplied for all transactions \$400,000.00 and above.

Title Number: _____ Request Date: _____ Closing Date: _____

Requested By: _____ Email: _____

Seller Attorney	Name: Address: Tele.: _____ Email: _____
Seller	Name: Address: SSN/EIN (or affidavit): If Single Member LLC, Member name & SSN/EIN: *See below if Seller is a Partnership or Multiple Member LLC
Seller	Name: Address: SSN/EIN (or affidavit): If Single Member LLC, Member name & SSN/EIN: *See below if Seller is a Partnership or Multiple Member LLC
Purchaser Attorney	Name: Address: Tele.: _____ Email: _____
Purchaser	Name: Address: SSN/EIN (or affidavit): If Single Member LLC, Member name & SSN/EIN: *See below if Purchaser is a Partnership or Multiple Member LLC
Purchaser	Name: Address: SSN/EIN (or affidavit): If Single Member LLC, Member name & SSN/EIN: *See below if Purchaser is a Partnership or Multiple Member LLC

Did you know? Transfer tax docs created in ACRIS are only good for 90 days and then they are purged. After 90 days, new forms need to be created and a new prep fee paid, if applicable.

PLEASE COMPLETE ALL REQUIRED INFORMATION BELOW

Property Address	
Tax Map Designation	Block _____ Lot(s) _____
County	
Property Type	
	<i>Note: If accommodation recording, please provide copy of current tax bill so we may complete RP-5217.</i>
Consideration*	\$ _____
	*Is Purchaser paying transfer tax? <input type="checkbox"/> Yes <input type="checkbox"/> No
	*Is exemption being claimed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, please detail below:</i>
Date of Conveyance	
Type of Conveyance <i>(see TP-584 pg 1)</i>	
Contract Date	
Comments/ Special Instructions	

LIMITED LIABILITY COMPANY'S & PARTNERSHIPS

*****If SELLER or PURCHASER is a PARTNERSHIP or LIMITED LIABILITY COMPANY (either foreign or domestic), please complete and submit the attached form with your executed ACRIS transfer tax forms.**

- NEW YORK CITY requirement as to PARTNERSHIPS and MULTIPLE MEMBER LLC's**
 Effective May 18, 2015, the NYC-RPT form requires the names and SSN/EIN of each general partner or LLC member. Signatures are not required. This information must be submitted in a supporting document with a separate page for each partnership or LLC. If a SSN or EIN is not provided, an affidavit must be submitted attesting to the reason the information is missing.
- NEW YORK STATE additional requirement as to LLC's**
 Effective September 13, 2019, the State of New York enacted Chapter 297 of the Laws of 2019, which amends NYS Tax Law § 1409(a) and adds a new subdivision (h) to § 11-2105 of the NYC Administrative Code. The law requires a document accompany the TP-584 and NYC RPTT that discloses the ultimate ownership by natural persons of residential 1-4 real property owned by a limited liability company. Per TSB-M-19(2)R **natural person** means a human being, as opposed to an artificial person, who is the beneficial owner of the real property.

