

WESTCHESTER PREP REQUEST

COMPLETE and EMAIL to nymetrorecordings@stewart.com

IMPORTANT: All fields below must be completed in order to prepare the transfer tax forms in Westchester's PREP system. A copy of the deed, lease, or other transfer document must be submitted with this form. If more than one conveyance doc requires transfer tax forms, a separate prep request form must be submitted for each. A fee will apply to each set of transfer tax forms requested. The Cities of **PEEKSKILL**, **YONKERS**, and **MOUNT VERNON** require a supplemental transfer tax form that is not part of the PREP system. If requested to prepare the supplemental return, an additional fee will apply.

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

Requested By: _____ Email: _____

Seller Attorney	Name: Address: Tele.: _____ Email: _____ Fax: _____
Seller	Name: Address: SSN/EIN: _____
Seller	Name: Address: SSN/EIN: _____
Purchaser Attorney	Name: Address: Tele.: _____ Email: _____ Fax: _____
Purchaser	Name: Address: SSN/EIN: _____
Purchaser	Name: Address: SSN/EIN: _____
<i>Note: If any party is a single member LLC, include single member's name and SSN/EIN for TP-584.</i>	
Property Address	
Tax Map Designation	Section _____ Block _____ Lot(s) _____
City/Town/Village	
School District	
Property Type/Class Code	Lot size: _____ Assessed value: _____
<i>Note: If courtesy 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, detail below.</i>
Date of Conveyance	
Condition of Transfer	<i>(per page 1 of TP-584)</i>
Contract Date	
Supplemental TT Form	<input type="checkbox"/> Yes, please prepare <input type="checkbox"/> No, I'll do it myself
Special Instructions	

