

TOMPKINS COUNTY CLERK'S OFFICE

Tompkins County Clerk Recording Guide



Maureen Reynolds
Tompkins County Clerk

**Deeds—Mortgages—
Satisfactions
Agreements—Assignments
E-Recording**



TOMPKINS COUNTY
CLERK'S OFFICE

320 North Tioga Street
Ithaca, NY 14850

[http://www.tompkinscountyny.gov/
cclerk](http://www.tompkinscountyny.gov/cclerk)

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Tompkins
CountyNY.gov



Welcome to Ithaca and Tompkins County!

The **Tompkins County Clerk's Office** is located in the Tompkins County Courthouse at 320 N. Tioga St. Ithaca, NY.

Our office is known for our fast-moving lines, quick turnaround of documents, friendly and helpful staff, and ease of access – either in person or online. Our goal is to provide excellent service to our customers.

This guide assists with the information required on documents presented for recording. These documents are indexed and preserved in order to protect the rights of the interested parties and permanently maintain the record of transactions for all real estate located within Tompkins County. Since these documents become public record, we request that you be careful in reviewing the documents submitted. To avoid identity theft, you are urged to not include personal identifying information on documents presented for recording.

We do offer e-recording as a secure process of submitting, receiving, and processing documents for electronic recording as well as the traditional in-office recordings by runners, couriers, mail, banks, or by law firms. E-recording information is available on the following page or contact me at: mreynolds@tompkins-county.gov for additional information.

Real estate documents are legal transactions and it is always recommended that an attorney be consulted. The County Clerk's Office is a filing office and is unable to provide legal advice.

For further information, please visit our website at: <http://www.tompkinscountyny.gov/cclerk>

Maureen Reynolds, Tompkins County Clerk

Recording a Document

Document Types Recorded in Land Records:

Deeds

Mortgages

Agreements


Satisfactions

Maps

Assignments

Recording Guidelines :

- Make sure all documents and attached forms are the appropriate forms and are completely filled out.
- Documents must be prepared using forms that are legible and comply with the legal requirements. The County Clerks office doesn't supply forms or legal assistance.
- Legal forms are available on-line, at a legal stationery store or drawn up by an attorney.
- Each document/form must be properly executed.
- If the document was notarized in the State of New York, it must contain the following acknowledgment:

State of New York, County of _____, ss: On the _____ day of _____ in the year _____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument. _____ Notary Public Signature 
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- If the document was notarized outside the State of New York, please refer to section 309-b of NYS Real Property Law.
- All notary publics must be valid and currently commissioned at the time of notarization.
- All signatures must be original, legible and dark.

HELPFUL HINTS AND FILING REQUESTS:

- All personal checks must have a name and telephone number.
- All papers presented for filing or recording must be legible or otherwise suitable for copying or recording by the scanning process.
- All recordings not being returned to a box in our office MUST include a self addressed stamped envelope
- Notations must be clearly stated on the instrument.
- Remove all staples before filing
- Remove all binders before filing
- No highlighting
- No Exhibit Tabs
- No Extra copies of previously filed documents
- Black out prior bar codes
- Double Check the TP-584 for social security numbers
- Make sure the RP-5217 accurately reflects the property class code and type of property
- The Clerk's Office no longer has the RP-5217 forms -

<https://www.tax.ny.gov/research/property/assess/rp5217/index.htm>

- Is an IT-2663 required?
- The TP-584 & IT-2663 forms are available for download <http://www.tax.ny.gov/forms>
- No margin requirements
- Font size should be at least 10 or higher
- We accept check and cash ONLY
- Fee schedule is available to print:

<http://www.tompkinscountyny.gov/files/cclerk/pdfs/2015-12new%20Schedule%20of%20Fees.pdf>

IMPORTANT FACTS TO REMEMBER:

DOCUMENTS RECORDED IN OUR OFFICE ARE CONSIDERED LEGAL DOCUMENTS, PLEASE CONSULT AN ATTORNEY BEFORE FILING.

THE COUNTY CLERK'S OFFICE DOESN'T VERIFY THE INFORMATION CONTAINED IN DOCUMENTS RECORDED.

TOMPKINS COUNTY CLERK'S OFFICE

Tompkins County Clerk E-Recording, E-Filing and Search Site Information



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Contact:

Maureen Reynolds

Phone: 607-274-5432

Fax: 607-274-5445

E-mail: mreynolds@tompkins-co.org

E-Recording Partners:

Simplifile: www.simplifile.com

ePN: www.erecordingpartners.net

CSC: www.erecording.com

Want to access our real property or civil documents 24/7/365?:

<https://countyfusion4.propertyinfo.com/countyweb/login.do?countyname=Tompkins>

Consensual E-Filing of all civil case types:

www.nycourts.gov/efile