



Broome County
OFFICE OF THE COUNTY CLERK

Joseph A. Mihalko, County Clerk

Christopher P. Dziejdzic, Executive Deputy County Clerk

Rosalie A. Catalano, Deputy County Clerk

Frances Martin-Childs, Deputy County Clerk

Elizabeth T. Hansen, Deputy County Clerk

Valerie A. Datta, Deputy County Clerk

Reminder Regarding Current Clerk's Office Policies

The Broome County Clerk's Office is reinforcing its policies for the proper recording and filing of various land documents.

Notice of Transfer of Sale (Fraud Letter) Filing Fees

As a reminder, while many counties are charging an additional recording fee for the new state-mandated deed notification letters, the Broome County Clerk's Office is **not** collecting the \$10 filing fee that is allowed under §291 of the New York State Real Property Law. Our office often receives overpayments due to this charging error, requiring the issuance of refund checks. Please do not charge the \$10 filing fee for fraud letters in Broome County.

Seller's Return Address

Please provide a correct and current return address for each seller. Fraud Letters are sent to the sellers at the address provided to us on the deed filing. Many times, these letters are returned for "Insufficient Address" or "Unable to Forward". In order to ensure that every seller receives their required Notice of Transfer Letter per NYS Real Property Law please confirm the sellers address prior to submitting the deed.

TP-584 and Power of Attorney

When recording a deed, if the TP-584 is signed by a Power of Attorney, a copy of the POA must be attached to the TP-584. If a copy of the POA is not attached to the TP-584, the Broome County Clerk's Office reserves the right to reject the submitted documents.

TP-584

Please remember to use current TP-584 forms. (TP-584-9/19 is the most current form.) Use of outdated forms could result in the rejection of your documents. You can access the most current form at the NYS Department of Taxation and Finance website: www.tax.ny.gov/forms/real_prop_tran_cur_forms.htm.

RP-5217

Form RP-5217 must be completed using the fillable PDF available on the NYS Department of Taxation and Finance's website: www.tax.ny.gov/forms/orpts/sales.htm. Follow the instruction to download the "RP-5217-PDF" form for data entry with barcode. This form should then be printed on legal paper (8.5 x 14 inch). Please do not hand write this form. Only typed versions are accepted.

Self-Addressed Stamped Envelopes

In order to return the original documents to your firm, the bank, your client or the new property owner, it is required that you include a self-addressed stamped envelope with your filings/recordings.

If you do not provide a self-addressed stamped envelope or if you neglected to provide the “Record and Return To” address on the document, we will do one of the following:

1. Contact your office to send us a postage paid envelope to return your documents.
2. Ask that someone from your office come in and pick up your documents. They will be placed in our Outgoing Box located outside our office door.
3. Place the documents in your working folder, if provided, for pick up from the Outgoing Box.

We ask that you please respond to our requests within 30 days. If we do not hear from you, we will dispose the original documents. Copies can be obtained from our public access website: www.GoBCClerk.com.

Check Policy Reminder

See

<https://gobroomecounty.com/sites/default/files/dept/clerk/pdfs/2018%200510%20General%20Check%20policy.pdf>

for a reminder regarding our Check Policy requirements.

Thank you,

Joseph Mihalko
Broome County Clerk

March 2021