



Document Bulletin for Greene, NY

Greene, NY is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- First page of document must have a Top Margin of 2 inches and side margin of 1 inch or county will charge \$5 for a cover page. All subsequent pages should have a 1 inch margin at top and sides
- 300 DPI on all Images.
- Recording Hours: M-F, 9:00AM to 4:45 PM
- Deeds require the TP-584 and the RP 5217 forms
- Chain of Title documents require indexed data for all documents in chain

Document Type	Required Indexing and Attachment
AFFIDAVIT TO COLLECT MORTGAGE TAX ASSIGNMENT OF RENT ASSIGNMENT OF RENT, ACTION ON CERTIFICATE OF INCORPORATION CERTIFICATE OF INCORPORATION, ACTION ON CIVIL, SEPARATION AGREEMENT DBA (DOING BUSINESS AS) DBA CORPORATE, ACTION ON DBA, ACTION ON DBA, CORPORATE DEED DEED MISC DEED, AGREEMENT DEED, EASEMENT DEED, LAND COMMITMENT DEED, LAND CONTRACT DEED, MEMORANDUM OF LEASE DEED, RIGHT OF WAY DEED, STATE APPROPRIATION JUDGMENT JUDGMENT - ACTION ON JUDGMENT, STATE TAX WARRANT JUDGMENT, STATE TAX WARRANT, ACTION ON LIEN LIEN, ACTION ON LIEN, BUILDING AND LOAN AGREEMENT LIEN, CRIME VICTIMS LIEN, CRIME VICTIMS, ACTION ON LIEN, FEDERAL TAX LIEN, FEDERAL TAX , ACTION LIEN, MECHANICS LIEN, MECHANICS, ACTION ON LIEN, SOCIAL SERVICES LIEN, SOCIAL SERVICES, ACTION ON LIEN, UCC1 LIEN, UCC3 LIS PENDENS LIS PENDENS - ACTION ON	<p>Grantor/Grantee</p> <p>Consideration for Deeds/Mortgages</p> <p>TP-584, RP-5217 Required attachments for Deeds</p> <p>Affidavit is required, Affidavit, for Referenced document info (Inst #/Bk/Pg) where applicable</p> <p>**County has requested that all closing documents be sent as (1) single package**</p>

MAP MISCELLANEOUS MORTGAGE MORTGAGE AGREEMENT MORTGAGE ASSIGNMENT MORTGAGE RELEASE MORTGAGE, SATISFACTION MORTGAGE, SUPPLEMENTAL INDENTURE NOTARY PUBLIC NOTARY RENEWAL POWER OF ATTORNEY POWER OF ATTORNEY, REVOCATION RELEASE OF LIEN OF ESTATE TAX VOID WILL	
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