



ACRIS Prep Request

The Bridge to Building One Community at a Time.

Complete and email to Kevin@nationalstandardabs.com and Jen@nationalstandardabs.com or Fax to 516.358.0401

IMPORTANT: A copy of the deed, lease, or other transfer document must be submitted with this form. Each transfer document must have its own set of ACRIS forms, therefore, please fill out a prep request for each document requiring transfer docs. A copy of the contract of sale must be supplied for all transactions \$400,000.00 and above.

DATE:	TITLE NUMBER:	REQUEST BY:
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HPD Affidavit in Lieu of Registration Form Required

Send completed ACRIS via

Name and Telephone Number of Party Signing HPD

EMAIL _____
(Email Address)

NAME (grantor/grantee) _____

DELIVER WITH CLOSING PACKAGE

PHONE (grantor/grantee) _____

If uninsured transaction, are we also recording YES NO

GRANTOR 1

GRANTOR 2

NAME _____

ADDRESS _____

SSN/EIN (or affidavit) _____

If grantor is single member LLC

MEMBER NAME _____

MEMBER SSN/EIN _____

**See below if grantor is a partnership or multi-member LLC*

GRANTEE 1

GRANTEE 2

NAME _____

ADDRESS _____

SSN/EIN (or affidavit) _____

If grantee is single member LLC

MEMBER NAME _____

MEMBER SSN/EIN _____

**See below if grantee is a partnership or multi-member LLC*

GRANTOR ATTORNEY

GRANTEE ATTORNEY

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____



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PROPERTY

ADDRESS _____

Tax map designation

BLOCK _____ LOT(S) _____

COUNTY _____

PROPERTY TYPE _____

Note: If courtesy recording, please provide copy of current tax bill so we may complete RP-5217

CONSIDERATION *

\$ _____

*Is grantor paying tax transfer? YES NO

*Is exemption being claimed? YES NO If yes, please detail below

DATE OF CONVEYANCE _____

TYPE OF CONVEYANCE (see TP-584 pg1) _____

CONTRACT DATE _____

COMMENTS / SPECIAL INSTRUCTIONS

*** AS TO PARTNERSHIPS AND MULTI-MEMBER LLCs ***

Effective May 18, 2015, the revised 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(s) the information is missing.

Note: Neither the supporting document nor the SSN/EIN affidavit are forms within the ACRIS system or are supplied by the New York City Register. THEREFORE, you must either supply the names of the partners and/or members below with SSN/EIN and we will prepare the supporting document OR you must prepare same and bring to closing. A sample is attached.

ENTITY 1 NAME _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

ENTITY 2 NAME _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

PARTNER/MEMBER NAME _____ SSN/EIN _____

National Abstract Standard ("NSA") does not provide any legal or tax advice in the preparation of any ACRIS tax transfer forms, but rather acts solely in an administrative capacity based upon the information provided by the applicant. Accordingly, NSA shall not be responsible for any errors or omissions. These forms are important legal documents and should be examined by an attorney prior to signing. In no event shall NSA's liability exceed the amount of the payment received by it for the services performed hereunder.