



ACRIS E-Forms & Westchester P.R.E.P

*NOT required for Westchester co-op's

Please submit your request at least **3** days prior to the date of closing.

1. _____ conjunction with a transaction that is to be insured will be added to your title bill.
2. If PREP/E- Forms are to be used in Insurance, a preparation fee of **\$150**
3. If these forms are NOT part of a transaction to be insured, the sum of \$150 will be due and payable upon receipt of the forms. **Please be advised this request only pertains to the transfer document creation.**

*If you would like to record a deed or file a co-op, which includes cover page creation, please return the fully executed _____ forms with _____ an additional **\$350** for _____ 1-3 family dwellings, **\$475** for all other properties and **\$150*** for NYC co-op filings.*

From: _____ To: _____
 Fax #: _____ Email: _____ Fax: _____
 E-Mail: _____ Title # or JR # (if app): _____

Property Address: _____
 Borough: _____ Section: _____ Block: _____ Lot: _____
 Property Type: _____ Co-op Name: _____
 Total Consideration: _____ Date of Conveyance: _____
 Contract of Sale Date: _____ Condition of Transfer: _____
Fee interest, foreclosure, family transfer, etc.
 Assessed Value: _____ Lot Size: _____
 School District: _____

Seller's Name(s)	Address(es) (after closing):	Social Security Numbers(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Buyer's Name(s)	Address(es) (after closing):	Social Security Numbers(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____