

County of Erie

KATHLEEN C. HOCHUL
COUNTY CLERK

Memorandum

DATE: April 8, 2010
TO: All Customers of the Erie County Clerk's Office
FROM: Kathleen Hochul, Erie County Clerk
RE: Revised Real Property Transfer Report (RP-5217)

We are pleased to announce that Erie County is approved as a PILOT COUNTY for use of the revised Real Property Transfer Report (RP-5217-PDF), now a "fill-in" PDF form, effective immediately. In furtherance of improved services and simplified processes, a link has been added to the Erie County Clerk's website at <http://www.erie.gov/depts/government/clerk/deeds.phtml> to download the new fill-in PDF form. The RP-5217-PDF can also be downloaded directly from the Department of Taxation website: <http://www.orps.state.ny.us/rp5217/>. Please note that the revised form now contains a barcode that allows the capture of data changes right up to the point of printing, when saved to your computer; each time the document is opened and changed, it must be re-saved. **This bar-coded RP-5217-PDF form is NOT intended for use as a handwritten or typewriter-entry document and will NOT be accepted with a Deed by the County Clerk as such.** Only the "four-part" paper copy of the RP-5217 will be acceptable where handwritten or typewriter entry of the data is made. Until mid-July when the revised paper copies will be available, the old forms may be used. The four-part paper forms may be ordered from the Office of Real Property Services by going to <http://www.orps.state.ny.us/ref/forms/subjects/sales.htm> or while the State is still printing the forms, from the Erie County Clerk's Office.

Please note the following changes on the revised RP-5217-PDF:

- 1) The information contained in the Certification section has been rearranged and additional Buyer Contact Information is required. Please note that **BOTH the Seller's and Purchaser's signatures** are still required.

PLF