



Document Bulletin for Orange County, NY

Orange County, 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:

- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 9:00 am and 5:00 pm EST.
- Both 200dpi and 300dpi images will be accepted.
- If a document requires a Nonresident Real Property Estimated Income Tax Payment Form (IT-2663) and payment is being tendered with the form, the entire package must be submitted in hard copy.
- If the document presented for recording requires that another document, such as an original lease, be exhibited, the entire package must be submitted in hard copy.

Document Type	Required Fields
AFFIDAVIT	Requesting Party
AFFIDAVIT OF SVC (NO FEE)	Grantor/Grantee
AFFIDAVIT OF SVC CONDO	
AGREEMENT(NOT MTG AGMTS)	Docs with:
AGREEMENTS W/TAX *M	*M=Mortgage Consideration
APPOINTMENT	*T=Transfer Consideration
ASSIGNMENT	*B=Both Mortgage and Transfer
ASSIGNMENT (GENERAL)	If any consideration is present the attachments below are optional:
ASSIGNMENT MONIES DUE	TP584 Affidavit(optional)
ASSIGNMENT OF JUDGMENT	RP5217 Affidavit (optional)
ASSIGNMENT OF LEASES/RENTS	255 Affidavit(optional)
ASSIGNMENT OF MISC WITH TTX *B	
ASSIGNMENT MISC WITH TTX WARWICK *B	
ASSIGNMENT OF MORTGAGE	
ASSIGNMENT OF PROCEEDS	
ASST LEASES/RENTS TTX *T	
BANKRUPTCY BOOK	
BOND & UNDERTAKING (CT)	
BOND DISCHARGING MECH LIEN (NO FEE)	
BUILDING & LOAN AGREEMENT	
BUILDING & LOAN TERM	
BUSINESS CERTIFICATE	
BUSINESS CERTIFICATE AMENDMENT	
BUSINESS CERTIFICATE DISCONTINUANCE	
CANCEL TAX SALE CERT	
CANCELLATION	
CERTIFICATE OF ASSUMED NAME	
CERTIFICATE OF DISSOLUTION	
CERTIFICATE OF INCORPORATION	
CERTS OF REDEMPTION	
CHANGE OF NAME ORDER	
CIVIL JUDGMENTS(CT)	
COLLECTORS BOND	

COMMISSIONER OF DEEDS
CONDO/HOMEOWNERS LIEN
CONTRACT *B
CONTRACT – WARWICK *B
CONTRACT/ MTG TAX *B
COURT AND TRUST ORDER (CT)
COURT FINES
COURT MISCELLANEOUS
CPF TOWN TAX PAID
CRIME VICTIM LIENS
DECLARATION
DEDICATION
DEED C *B
DEED C WARWICK*B
DEED CORRECTION/NO FORMS EXEMPT
DEED R *B
DEED R WARWICK *B
ENVIRONMENTAL LIEN
ESTOPPEL CERTIFICATE
EXECUTIONS
FED TAX LIEN W/ BILLING FORM
FED TAX LIEN-PAY- NO BILLING FORM
FED TAX REL W/BILLING FORM
FED TX REL-PAY-NO BILLING FORM
FOREST TAX
HAZARDOUS WASTE (NO FEE)
HOSPITAL LIEN
JUDGMENT OF DIVORCE
LEASE *B
LEASE WARWICK *B
LIMITED PARTNERSHIP REVISION
LIS PENDENS
LOCAL LAW (NO FEE)
MAPS
MECHANIC LIEN ORDER(CT)
MECHANICS LIEN
MEMORANDUM
MISC DEEDS W/TP *B
MISC FILED MAPS (NO FEE)
MISC W/TP AND CPF *B
MISC. RECORDING BOOK
MISCELLANEOUS FILED DOCUMENT
MISCELLANEOUS/DEEDS
MISCELLANEOUS/JMT (NO FEE)
MORTGAGE *M
MORTGAGE AGMT W/M TAX *M
MORTGAGE AGMT(CEMA)
MOTION FEE PAID
MTG TAX - NO RECORDINGSEC 258A *M
MTG TAX ONLY/PENALTY *M
NATURALIZATION NAME CHANGE
NEW NOTARIES
NOT OF SERV ON APPROPRIATION
NOTARY EXEMPT
NOTARY REN/COUNTY FEE EXEMPT
NOTARY RENEWAL
NOTICE CHARGING LIEN
NOTICE OF APPROPRIATION *B
NOTICE OF APPROPRIATION WARWICK *B
NOTICE OF LENDING
OATH (NO FEE)
OATH TOWN (NO FEE)
OATH VILLAGE (NO FEE)
OPTION TO PURCHASE W/TRANS TAX *B
ORDER (NO FEE LOWER CRT)
ORDER APPOINTING RECEIVER(CT)

ORDER/DEEDS
ORDERS (COURT)
OUT OF STATE CLERK SUBPOENA
PARTIAL PAYMENT JUDGMENT (NO FEE)
PARTIAL PAYMENT MECH LIEN (NO FEE)
PAYMENT INTO COURT
PAYMENT INTO COURT BROKERS
PAYMENT INTO COURT MECH LIEN
PAYMENT INTO COURT REFEREES REPORT
POWER OF ATTORNEY
PRENUPTIAL AGREEMENTS
PUBLIC UTILITY EASEMENT *B
PUBLIC UTILITY EASEMENT- WARWICK *B
PUBLIC WELFARE LIEN
RECONVEYANCE
RELEASE
RELEASE OF ASST L/R
RELEASE OF ASST OF PROCEEDS
RELEASE OF ENVIRONMENTAL LIEN (NO FEE)
RELEASE OF ESTATE TAX
RELEASE OF JUDGMENT- FILE (NO FEE)
RELEASE OF JUDGMENT-RECORD
RELEASE OF NOTICE OF LENDING
RELEASED & DISCHARGED MECH LIEN (NO FEE)
RELIGIOUS INCORPORATION
REPUDIATED OWNER MAP
RE-RECORD MORTGAGE *M
RESIGNATION (NO FEE)
RESOLUTION
RESTITUTION ORDER (COURT)
REVOCATION
RIGHT OF WAY *B
RIGHT OF WAY – WARWICK *B
SAT CONDO/HOMEOWNERS LIEN (NO FEE)
SAT OF ASST OF PROCEEDS
SAT OF FED TAX LIEN TJFED
SAT OF LEASES/RENT
SAT PUBLIC WELFARE LIEN(NO FEE)
SATISFACTION OF COLLECTORS BOND
SATISFACTION OF JUDGMENT (NO FEE)
SATISFACTION OF MECHANIC LIEN (NO FEE)
SATISFACTION OF MORTGAGE
SATISFACTION OF NOTICE OF LENDING
SATISFACTION/MISC (NO FEE)
SEPARATION AGMT/MEMO SEP AGMT
SMALL CLAIMS ASSESS REVIEW
SMALL CLAIMS DECISION
SUBORDINATION AGMT
SUBPOENA
SUCCESSION (NO FEE)
SURETY LIEN BOND (NO FEE)
SURRENDERS/ADOPTIONS
TAX SALE CERTIFICATE
TOWN RESOLUTION
TRANS OF FED TAX LIEN
TRANSCRIPT OF JMT (NO FEE)
TRANSCRIPT OF JUDGMENT
TRANSFER EXTENSION
TRANSFER INC
TRANSFER RESTRICTIONS
TRANSSFER INC EXTENSION
TRANSSFER PROPERTY EXTENSION
UCC CO-OP
UCC1 ORIGINAL FINANCING STMT

UCC11 CERTIFIED COPY UCC11 COPY REQUEST UCC11 SEARCH UCC3 AMENDMENT UCC3 ASSIGNMENT UCC3 CONTINUATION UCC3 RELEASE UCC3 TERMINATION VACATE ORDER(LAND) VACATE PART TRANSCRIPT (NO FEE) VACATE TRANSCRIPTS(NO FEE) VARIOUS CERTIFICATES (DEEDS) VETERANS DISCHARGES	
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