



## Document Bulletin for Erie County, NY

Erie 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:**

- Documents must have a 1/4 inch blank margin at top of first page and 1/4 inch blank margin on remaining sides of first page and on all sides of subsequent pages.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images

Document Type	Required Indexing Fields
Assignment of Lease	Assignor/Assignee Legal Description
Assignment of Mortgage	Assignor/Assignee Book/Page/Book Type or Instrument Number
Assignment of Mortgage – Blanket	Assignor/Assignee Book/Page/Book Type or Instrument Number
Assignment of Rents	Assignor/Assignee Book/Page/Book Type or Instrument Number Legal Description
Assignment of Assignment of Rents	Assignor/Assignee Book/Page/Book Type or Instrument Number
Assumption Agreement	Grantor/Grantee Book/Page/Book Type or Instrument Number Legal Description
Lease Agreement with TP584	Grantor/Grantee Legal Description Amount of Consideration TP-584 Attachment (Required)
Mortgages	Grantor/Grantee Legal Description Loan Amount Lender Type Dwelling Type Locality Exemption Code (if exempt) Proper Affidavit Attachment (if exempt)
Mortgage – Correcting or Re-record	Either the original cover page showing mortgage tax paid or mortgage tax affidavit. (Scanned as part of the Mortgage) Statement on document image as to reason for re-record or correction (including recording date, and book-and-page of document being corrected).

Mortgage Consolidation	Grantor/Grantee Legal Description Loan Amount Lender Type Dwelling Type Locality Exemption Code (if exempt) Affidavit (if exempt)
Mortgage Modification or Extension	Grantor/Grantee Book & Page New Money Loan Amount Book/Page/Book Type or Instrument Number
Mortgage Spreader Agreement	Grantor Book & Page New Money Loan Amount Book/Page/Book Type or Instrument Number
Mortgage Tax Payment Only	Grantor/Grantee Book & Page Legal Description Book/Page/Book Type or Instrument Number
Negative Pledge Agreement	Grantor/Grantee Legal Description Property Type Loan Amount Lender Type Dwelling Type Locality Exemption Code (if exempt) Book/Page/Book Type or Instrument Number
Partial Release of Mortgage Premises	Grantor/Grantee Legal Description Book/Page/Book Type or Instrument Number
Satisfaction of Mortgage (Orig Mtg After 1985)	Grantor/Grantee Book/Page/Book Type or Instrument Number
Satisfaction of Mortgage (Orig Mtg Before 1986)	Grantor/Grantee Book/Page/Book Type or Instrument Number
Satisfaction of Mortgage (Release Some Parties)	Grantor/Grantee Book/Page/Book Type or Instrument Number
Satisfaction of Mortgage (Signed By MERS)	Grantor/Grantee Book/Page/Book Type or Instrument Number (MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC will be sent for Grantee)
Subordination of Mortgage	Grantor/Grantee Book/Page/Book Type or Instrument Number

Subordination of Mortgage by and to Same Lender	Grantor/Grantee Book/Page/Book Type or Instrument Number
Subordination of Lease	Grantor/Grantee Book/Page/Book Type or Instrument Number
Building Loan Agreement	Grantor/Grantee Legal Description Loan Amount Lien Law Affidavit Attachment (Required)
Building Loan Agreement – Amendment/Modify/Subordinate	Grantor/Grantee Legal Description Book/Page/Book Type or Instrument Number (AMENDMENT will be sent for Grantor)
Building Loan Agreement – Assignment Of	Assignor/Assignee Book/Page/Book Type or Instrument Number
Building Loan Agreement – Partial Release	Grantor Legal Description Book/Page/Book Type or Instrument Number (PARTIAL RELEASE will be sent for Grantor)
Building Loan Agreement – Discharge	Grantor Book/Page/Book Type or Instrument Number (DISCHARGED will be sent for Grantor)
Notice of Lending	Grantor/Grantee Amount of Advance Locality
Notice of Lending – Amendment/Modify	Grantor/Grantee Amount of Advance/Lien/Allowed Book/Page/Book Type or Instrument Number (AMENDMENT will be sent as Grantor)
Notice of Lending – Assignment Of	Assignor/Assignee Book/Page/Book Type or Instrument Number
Notice of Lending – Partial Release	Grantor Legal Description Book/Page/Book Type or Instrument Number (PARTIAL RELEASE will be sent for Grantor)
Notice of Lending – Cancellation/Discharge	Grantor Legal Description Book/Page/Book Type or Instrument Number (CANCEL/DISCHARGE will be sent for Grantor)
Power of Attorney	Grantor/Grantee
Power of Attorney Amendment/Correction	Grantor/Grantee Book/Page/Book Type or Instrument Number
Power of Attorney Revocation/Resignation	Grantor/Grantee Book/Page/Book Type or Instrument Number
UCC Financing Statement	Debtor (Grantor)/Secured Party (Grantee) Legal Description
UCC Amendment	Grantor/Grantee Legal Description Book/Page/Book Type or Instrument Number

UCC Assignment	Assignee/Assignor Book/Page/Book Type or Instrument Number (ASSIGNMENT will be sent as Grantor)
UCC Continuation	Grantor Book/Page/Book Type or Instrument Number
UCC Release	Grantor Legal Description Book/Page/Book Type or Instrument Number
UCC Termination	Grantor Book/Page/Book Type or Instrument Number (TERMINATION will be sent as Grantor)