



Document Bulletin for Essex County, NY

Essex County, NY is now electronically recording documents through CSC and will be processing them starting 10/1/13.

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 8:00 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
<u>Document Types:</u>	<u>Required Index Data:</u>
*ACEMA	Requesting Party
ADIRON PARK AGENCY	Grantor/Grantee
*AFFID TO COLLECT MTGE TAX	Execution Date
*AFFID TO COLLECT TRANSFER TAX	Original Reference Number (Assignments and Releases)
AFFIDAVIT-AS	Docs with (*) See Below:
AFFIDAVIT-D	Consideration Amount Required
AFFIDAVIT-M	Affidavit(optional)
AFFIDAVIT-MISC	TP584 Affidavit(optional)
*AGREEMENT-D	RP5217 Affidavit (optional)
*AGREEMENT-M	
AGREEMENT-MISC	<u>Municipalities</u>
AGRICULTURAL COMMIT	CHESTERFIELD
APPOINTMENTS	CROWN POINT
*APPROPRIATIONS	ESSEX COUNTY
ASSIGN RENT/LEA MTG-S	ELIZABETHTOWN
ASSIGN RENT/LEA MTG	ESSEX
*ASSIGN RENT/LEA/DEED	JAY
ASSIGNMT OF MORTGAGE	KEENE
BANKRUPTCY	LEWIS
BONDS	MINERVA
BONDS-STANDARD	MORIAH
*BOUNDARY LINE AGREE	MULTIPLE TOWN
BUILDING & LOAN AGREE	NORTH ELBA
COLLECTORS WARRANTS	NEWCOMB
*CONSOLIDATION AGREE	NORTH HUDSON
CORP AMENDMENT	OTHER
CORP DISCONTINUANCE	SCHROON
CORPORATION	ST ARMAND
*CORRECTION DEED	TICONDEROGA
*CORRECTION MORTGAGE	UNKNOWN
COURT	WESTPORT
	WILLSBORO
	WILMINGTON

CRIMINAL ORDER/JUDG
DBA AMENDMENT
DBA DISCONTINUANCE
DEATH CERTIFICATE
*DEED
DISCHARGE OF MORTGAGE
DOING BUSINESS AS
*EASEMENT
ELECTIONS
*ESTATE
ESTATE-MISC
FEDERAL TAX LIEN
FEDERAL TAX LIEN RELEASE
FOREST TAX LAW
GENERAL
GENERAL RELEASE RP
HISTORICAL DOCUMENTS
JUDGMENT
JUDGMENT AMENDMENT
JUDGMENT ASSIGNMENT
JUDICIAL SETTLEMENT
*LAND CONTRACT
*LAND CONTRACT-M
*LEASE
LETTERS
LIEN
LIEN AFFIDAVIT
LIEN SAT
*LIFE USE-D
LIFE USE-M
LIS PENDENS
LOCAL LAW
MAP
MILITARY DISCHARGE
MISCELLANEOUS RECORD-D
MISCELLANEOUS RECORD-MISC
*MODIFICATION AGREE
*MORTGAGE
MTG SPREADER AGREE
NOT INDEXED
OATH
OLD APPOINTMENTS
ORDER
OTHER
PARTIAL REL OF MORT
PLANNING BOARD
POWER OF ATT
PROBATE DECREE
PT SAT JUDG
PURCHASE AGREEMENT
PURCHASE AGREEMENT-MISC
REDEMPTION
*REFEREES DEED
REL LIEN ESTATE TX
*RELEASE OF EASEMENTS
RELIGIOUS SOCIETY
*RENT LEASE ASSIGN OF-D
RENT LEASE ASSIGN OF-M
RESTRICTIVE COV AGR-D
RESTRICTIVE COV AGR-M
RESTRICTIVE COV AGR-MISC
REVOCATION OF POA-D
REVOCATION OF POA-M
RIGHT OF WAYS-D
RIGHT OF WAYS-M
ROAD ORDERS

SATISFACTION OF JUDG SEPARATION AGREEMENTS SETTLEMENT SMALL CLAIMS ASSESSMENT SUBORDINATION AGREE SUPPLEMENTAL INDENT SURRENDERS SURROGATE ASSIGNMENT SURROGATE MISCELLANEOUS *TERM/ASG OF ARENTS TERM/ASG OF RENTS *TERMINATION OF LIFE USE UCC AFFIXED/REALTY UNSAT JUDG WAIVER-D WAIVER-M WILL WILL - SURROGATE	
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