

The Property Records Electronic Portal (PREP) System

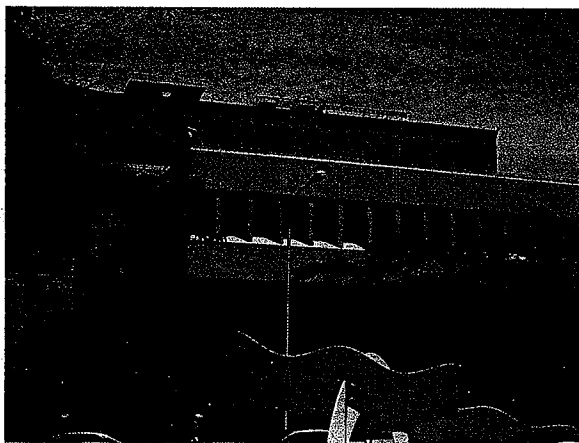
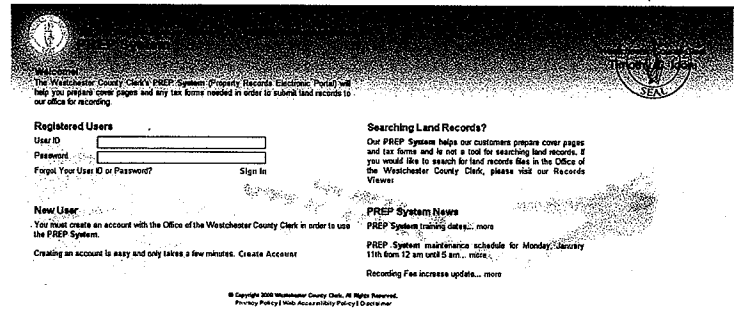
Filing Land Records in the Office of the Westchester County Clerk

<http://prep.westchesterclerk.com>

PREP – The Basics

What is the PREP System?

The Property Records Electronic Portal (PREP) System is a web-based application from which customers are required to create cover pages and tax forms for documents submitted to the Office of the Westchester County Clerk after January 1, 2010.



Are documents now going to be eRecorded?

No. The process of eRecording is not authorized in New York State. When it is authorized, we look forward to providing the ability to eRecord in the Office of the Westchester County Clerk. However, at present, your original documents must be mailed or delivered to our office.

Why has Westchester created the PREP System?

The PREP System was created in order to increase operational efficiency, reduce the number of rejected documents and shorten recording time for land records. It also allows our customers to track their submissions in real time. There are no additional fees associated with the use of the PREP System.

Will I have to use the PREP System?

Yes. If you wish to present a land document for recording by our office after January 1st, it must be accompanied by cover pages and tax forms created on the internet through the PREP System.

What tax forms need to be created using the PREP System?

The New York State Real Property Transfer Report (RP-5217) and the New York State Real Estate Transfer Tax Return (TP-584) must be created using the PREP System.

The Non-Resident Real Property Estimated Income Tax Payment Form (IT-2663) does not have to be created using the PREP System. However, you need to indicate in the PREP System that an IT-2663 will be submitted and print a PREP Support Paper cover page.

As a future enhancement, customers will have the option of creating either of the following returns using the PREP System: Mount Vernon Real Property Transfer Tax Return and Yonkers Real Property Transfer Tax Return.

For which documents can cover pages be created on PREP?

Cover sheets for the following land records submissions can be created:

Affidavit	Deed	Mortgage, Correction
Agreement	Deed, Cemetery	Negative Pledge
Assignment of Lease & Rents	Deed, Correction	Notice of Appropriation
Affidavit of Service	Deed, Sherriff's	Order
Assignment	Deed, Torrens	Power of Attorney
Cancellation of Agreement	Easement	Power of Attorney, Revocation
Commitment	Homestead Exemption	Registered Agreement
Contract	Judgment	Release of Mortgaged Premises
Certificate	Lease Agreement	Release of Estate Tax
Declaration	Letters Patent	Satisfaction of Mortgage
Dedication	Mortgage Agreement	Waiver
Deed Agreement	Mortgage	Will

Do you need to use PREP to create cover pages for lien submissions such as Uniform Commercial Code statements?

No. Unlike the ACRIS System used in New York City, Westchester County will not require the creation of cover pages for lien submissions such as Uniform Commercial Code statements on January 1st. However, we hope that you will use our UCC e-filing system to e-file your UCCs. For more information, visit www.WestchesterClerk.com.

Creating Your PREP Account

Creating a PREP account will only take you a few minutes. To start:

Go to www.prep.westchesterclerk.com.

You will arrive at our Login Screen. Choose "Create Account" by clicking on the blue text indicated below.

Welcome!
The Westchester County Clerk's PREP System (Property Records Electronic Portal) will help you prepare cover pages and any tax forms needed in order to submit land records to our office for recording.

Registered Users
User ID:
Password:
Forgot Your User ID or Password? [Sign In](#)

New User
You must create an account with the Office of the Westchester County Clerk in order to use the PREP System.
Creating an account is easy and only takes a few minutes. [Create Account](#)

Searching Land Records?
Our PREP System helps our customers prepare cover pages and tax forms and is not a tool for searching land records. If you would like to search for land records files in the Office of the Westchester County Clerk, please visit our Records Viewer

PREP System News
PREP System training dates... [more](#)
PREP System maintenance schedule for Monday, January 11th from 12 am until 5 am... [more](#)
Recording Fee increase update... [more](#)

© Copyright 2009 Westchester County Clerk. All Rights Reserved.
Privacy Policy | Web Accessibility Policy | Disclaimer

You will arrive at the Create Account Screen where you will be asked for some basic information:

Office of the Westchester County Clerk Making Government Easy
PREP System

To register to use the Westchester County Clerk's PREP System (Property Records Electronic Portal), please take care in entering your account information. *Required fields

Your User ID: Choose a User ID which you will be asked to enter each time you login to PREP.

Your Password: Choose a password that is at least 8 characters in length and has at least one letter and at least one number.


Security Question: You must answer at least one security question so we can identify you if you forget your password.

Contact e-mail: The e-mail address you enter will be the e-mail address to which alerts will be sent.

User ID:
Password: (Your Password must be 8-12 alphanumeric characters and must contain at least one letter.)
Confirm Password:
Security Question: Please Choose One
Security Answer:
Address 1:
Address 2:
City: State: New York
Contact Name: First Name MI Last Name
Contact Phone: Contact Fax:
Contact Email:
Confirm Email:

© Copyright 2009 Westchester County Clerk. All Rights Reserved.
Privacy Policy | Web Accessibility Policy | Disclaimer

Please be careful when you create your account as this information will appear as your Submitter Information on the Recording & Endorsement cover pages you will eventually create.

The Office of the Westchester County Clerk: This page is part of the instrument; the County Clerk will rely on the information provided on this page for purposes of indexing this instrument. To the best of submitter's knowledge, the information contained on this Recording and Endorsement Cover Page is consistent with the information contained in the attached document.		 *492560851PAT0014*	
Recording & Endorsement Page			
09/10/2009 10:06:00 AM			
Submitter Information			
Name:	Smith Jane	Phone:	(914)555-5555
Address 1:	123 Main Street	Fax:	(914)555-5551
Address 2:		Email:	jane@email.com
City/State:	White Plains NY 10601	Reference for Submitter:	Smith Power of Attorney
Document Details			
Control Number:	492560851	Document Type:	Power of Attorney (PAT)
Package ID:	2009091307798001000	Document Page Count:	s
		Total Page Count:	6
1st PARTY		2nd PARTY	

Once you have finished entering all of your account information, choose "Add User" and you should receive a message confirming that your account has been created:



Congratulations. Your PREP System account has been created. To get started by signing in, click [here](#).

By clicking on the link provided, you will be redirected to the Login page and should enter your User ID and Password and then choose "Sign In".

Registered Users

User ID:

Password:

[Forgot Your User ID or Password?](#) [Sign In](#)

Searching Land Records?

Our PREP System helps our customers prepare cover pages and tax forms and is not a tool for searching land records. If you would like to search for land records files in the Office of the Westchester County Clerk, please visit our [Records Viewer](#)

You are now ready to start entering a package.