

TAKE JUDICIAL NOTICE

Westchester County Clerks “PREP” System

December 28, 2009

Effective January 1, 2010 Westchester County will require that all cover pages and transfer documents be created through their web-based Property Records Electronic Portal (PREP) at <https://prep.westchesterclerk.com>. Handwritten forms will no longer be acceptable for recordings submitted to the County Clerks office from that point forward.

For a step by step video tutorial on how to create the PREP forms, please visit our website at <http://www.judicialtitle.com/prepvid.php>.

As a service to our clients, Judicial Title can prepare the PREP forms for a fee of \$150. This fee includes any future amendments that may be necessary prior to closing. If you would like Judicial to prepare these forms, please complete our online form located at <http://www.judicialtitle.com/efile.php> or fill out the PDF form located at <http://www.judicialtitle.com/pdf/eForms.pdf> and fax it to 914-381-6785.

If you have any questions regarding this bulletin please feel free to contact our office.