

TAKE JUDICIAL NOTICE

Westchester County Clerks “PREP” System

September 25 , 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). Handwritten forms will no longer be acceptable for recordings submitted to the County Clerks office from that point forward.

Beginning October 1, 2009, the system will be accessible to users for testing or as an alternative to handwritten forms. Although it is not mandatory to create the forms through PREP prior to the January 1st effective date, we encourage all of our clients to begin the use of system for all transactions so that unforeseeable recording issues with the County Clerk can be avoided.

The website to create the forms is <https://prep.westchesterclerk.com>
(This site will not be accessible until October 1, 2009)

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