



ACRIS E-Forms & Westchester P.R.E.P

1. Please submit your request at least 3 days prior to the date of closing / transfer.
2. **PREP/E-forms** fee is **\$175**, which will be added to your title bill on insurable transactions.
3. If these forms are NOT part of a transaction to be insured by Judicial Title, the sum of \$175 will be due and payable upon receipt of the forms. Note: **This service (Prep/E-Forms) only pertains to the transfer document creation.**
4. For any grantor and grantee that is a partnership, single member LLC, or a multiple member LLC, please provide the name of each general partner or member along with the SSN or EIN number for each in a supporting document.

To record a deed or file co-op transfer documents, which includes cover page creation, the following additional charges apply:

- Deed Recording (1-3 Family) - \$350
- Deed Recording (all other property types) - \$475
- NYC Co-op Filings - \$150

From: _____ To: **Judicial Title Recording Department**

Fax #: _____ Email: **ACRIS@judicialtitle.com** Fax: **914-381-6785**

E-Mail: _____ Title # or JR # (if app): _____

Property Address: _____

Borough: _____ Section: _____ Block: _____ Lot: _____

Property Type: _____ Co-op Name: _____

Total Consideration: _____ Date of Conveyance: _____

Contract of Sale Date: _____ Condition of Transfer: _____
Fee interest, foreclosure, family transfer, etc.

Assessed Value: _____ Lot Size: _____

School District: _____

Seller's Name(s)	Address(es) (after closing):	Social Security Numbers(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Buyer's Name(s)	Address(es) (after closing):	Social Security Numbers(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____