

TO: TRACY O'HALLORAN DATE: 9/13/2013  
RE: COMMON LAW GRAND JURY DEMAND DOCUMENT

## RECORDED DOCUMENT (S)

**PLEASE RETURN THIS SHEET WHEN SUBMITTING DOCUMENTS  
IN ORDER TO AVOID DELAYS IN PROCESSING**

Regretfully, your documents are being returned unrecorded due to the following reason(s), along with your remittance(s) of  
0 (Please make sure checks are not out-dated when submitting.)

☐ **ORANGE COUNTY RECORDING PAGE – MANDATORY**  
◀ Complete in Black Ink Top Portion Only – Print or Type Legibly ▶

- |   |   |
|---|---|
| <input type="checkbox"/> Section-Block-Lot (Tax Map Designation #) Tax Map Dept. (845) 291-2498   | <input type="checkbox"/> The names in the caption, signature & notary acknowledgment must match.  |
| <input type="checkbox"/> Mortgage <b>Tax Affidavit</b> (255/253 of NYS Tax Law) must be submitted in duplicate. (The original must be attached to the document and included as a page(s) count in the computation of the recording Fees.) | <input type="checkbox"/> The <b>caption/signature</b> must include in what capacity the grantor signs, ex: executor, trustee, partner, attorney-in-fact, etc.                     |
| <input type="checkbox"/> This <b>Mortgage</b> DOES/DOES NOT qualify for the natural person exemption on mortgage tax (1/4%).  | <input type="checkbox"/> <b>Name of company</b> , partnership or corporation must appear above the signature, and title of officer below.   |
| <input type="checkbox"/> A mortgage tax clause is required – please choose below which one applies and enter on document.   | <input type="checkbox"/> <b>New general</b> acknowledgement <b>Mandatory</b>  |
| <input type="checkbox"/> A. The real property is or will be improved by a one or two family dwelling only.  | <input type="checkbox"/> <b>Acknowledgment</b> incomplete – needs:<br>a.) Venue <input type="checkbox"/> b.) Name <input type="checkbox"/> c.) Date <input type="checkbox"/>      |
| <input type="checkbox"/> B. Premises are improved by a single structure containing no more than 3-6 cooking units.  | <input type="checkbox"/> <b>All signatures</b> must be acknowledged   |
| <input type="checkbox"/> C. Premises are improved by more than six cooking units or is commercial property.   | <input type="checkbox"/> <b>Should be dated</b>   |
| <input type="checkbox"/> <b>Recording information</b> provided on <b>DISCHARGE/ASSIGNMENT</b> of Mortgage is incorrect. <b>SEE ATTACHED MEMO.</b>   | <input type="checkbox"/> <b>Signature(s)</b> do not appear to be original   |
| <input type="checkbox"/> <b>Recording Information</b> of the original document is missing and/or chain of title is incorrect or incomplete.   | <input type="checkbox"/> <b>This document</b> is unsuitable for scanning<br>a.) Type size (8pt minimum) <input type="checkbox"/><br>b.) Use of poor copy <input type="checkbox"/> |
| <input type="checkbox"/> <b>Wrong mortgagee</b> satisfying/assigning  |   |
| <input type="checkbox"/> <b>DISCHARGE/ASSIGNMENT</b> of mortgage may be subject to further rejection if recording information is incomplete   |   |
| <input type="checkbox"/> <b>Town/City</b> location required in property description   |   |
| <input type="checkbox"/> <b>Property NOT</b> in Orange County, NY   |   |
| <input type="checkbox"/> <b>Exhibits</b> mentioned are <b>NOT</b> attached  |   |
| <input type="checkbox"/> <b>Submit/Complete</b> the following NYS form(s)-<br><b>enclosed for your convenience</b>  |   |
| <input type="checkbox"/> TP-584 <input type="checkbox"/> TP-584.1   |   |
| <input type="checkbox"/> RP-5217 <input type="checkbox"/> IT-2663   |   |
| <input type="checkbox"/> CPF Form Required  |   |

### OTHER:

- ☐ You did **NOT** accept our collect call to avoid rejection.
- ☐ Enclose a self-addressed stamped envelope for any information/items you wish returned.
- ☐ Check(s) **NOT**: ☐ **Enclosed** ☐ **Signed** ☐ **Payable to Orange County Clerk.**
- ☐ We have retained the Transfer Tax as paid to avoid State penalties that could be imposed.
- ☐ Checks are outdated
- ☐ We **REQUIRE** a Certified Check, Cash or Money Order **ONLY** for this type of transaction
- ☐ All personal checks in excess of \$250 and **all** counter/starter checks **must be certified.**
- ☐ The correct total fee **DUE** \_\_\_\_\_ Your check(s) are **SHORT** \_\_\_\_\_  
(If attachments are added to the document, the fee will increase) **OVER** \_\_\_\_\_

☒ The following additional information is required:

This type of document is not one filed or recorded with the county clerk.. If you believe that this is the proper place for recording/filing, please provide the section of the NYS law under which you are submitting.

Enclosed are blank cover pages for your convenience (legal size only accepted).

**\*\*Failure to include this completed page will result in rejection again.\*\***

INITIAL

DAB

MRL

\* Principal Registry Clerk

PLEASE NOTE THAT WE ARE UNABLE TO MAKE LONG DISTANCE CALLS. INCLUDE A TOLL-FREE TELEPHONE NUMBER OR A NUMBER WE CAN CALL YOU COLLECT TO AVOID DELAYS IN PROCESSING.

If you have any further questions, please contact this office at (845) 291-3068



**DONNA L. BENSON**  
**Orange County Clerk**  
**Goshen, NY 10924**

*For further information: [www.orangecountygov.com](http://www.orangecountygov.com)*

