



Document Bulletin for Schenectady, NY

Schenectady, NY is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- First page of document must have a Top Margin of 2 inches and side margin of 1 inch. County will charge \$5 for a cover page. All subsequent pages should have a 1-inch margin at top and sides
- 300 DPI on all Images.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- eRecording Hours 8:30 am to 4:30 pm

Document Type	Required Indexing and Attachment
*AFFIDAVIT (DEED)	Grantor/Grantee
*AFFIDAVIT (MORTGAGE)	
AFFIDAVIT FOR MECHANIC'S LIEN	Requesting Party
AFFIDAVIT TO COLLECT MORTGAGE TAX	
*AGREEMENT (DEED)	Consideration Amount
*AGREEMENT (MORTGAGE)	
ASSUMED NAME (DBA)	TP-584, 255 Exemption Affidavit, RP-5217 as optional attachments for Deeds/Mortgages
*ASSIGNMENT OF RENT	
ASSIGNMENT (MORTGAGE)	Referenced document info (Inst #/Bk/Pg) where applicable
BUILDING LOAN AGREEMENT	
BUILDING LOAN SATISFACTION	
*COMMITMENT (DEED)	
*COVENANT	
*DECLARATION	
*DEED	
DISCONTINUANCE OF ASSUMED NAME (DBA)	
*DISCHARGE (MORTGAGE)	
*EASEMENT	
*LEASE	
MECHANICS LIEN	
*MORTGAGE	
*OPTION	
*ORDER (DEED)	
POWER OF ATTORNEY	
*PLEDGE	
*RELEASE (DEED)	
*RELEASE (MORTGAGE)	
RELEASE, LIEN ESTATE TAX	
*RESOLUTION (DEED)	
*REVOCATION OF POWER OF ATTORNEY	
MECHANICS LIEN SATISFACTION	
*TRUST	
UCC	
*WILL	