



Document Bulletin for Putnam County, NY

Putnam County, 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
All subsequent pages should have a 1 inch margin at top and sides
- Letter and Legal sized documents accepted.
- 300 DPI accepted for documents
- Recording Hours: M-F, 8:00 AM to 4:00 PM

Document Type	Required Indexing and Attachment
++AGREEMENT (MTG BK) APPLICATION FOR AUTHORITY APPROPRIATIONS DOT ++ASGMT LSE/RENT 255 ++ASGMT LSE/RENT TP584 ++ASGMT LSE/RENTS OTHR ++ASSIGNMENT OF MTG ASSUMED NAME ASSUMED NAME AMEND ASSUMED NAME DISCONTINUANCE BANKRUPTCY ORDER BLDG & LOAN AGREEMNT CERT OF INCORPORATION ++CONSOL/EXTENT/MODIF CORPORATION AMEND PAPER CORPORATION AMENDMENT ELECTRONIC CORPORATION ASSUMED NAME CORPORATION ASSUMED NAME DISCONTINUANCE CORPORATION CERTIFICATE OF CHANGE CORPORATION DISSOLUTION CORPORATION MERGER *CORRECTION DEED CORRECTION MORTGAGE CRIME VICTIM LIEN *DEED *DEED RECORDED MISC DISCHARGE OF MTG DOMESTIC PART AMEND DOMESTIC PART REGIST DOMESTIC PART TERM DSS NOTICE OF LIEN DSS REAL ESTATE LIEN EASEMENT ++EXECUTION PART SAT EXECUTION SATISFIED EXECUTION UNSAT FEDERAL TAX LIEN FEDERAL TAX LIEN PART RELEASE FEDERAL TAX LIEN RELEASE	<p>All Document Types: Requesting Party/Address Grantor/Grantee</p> <p>++Additional Indexing Referential Docs: Instrument/book/page</p> <p>*Additional Indexing Requirements: Consideration Amount (Loan amount for MTGS) TP584 Affidavit (optional) RP5217 Affidavit (optional) 255 Affidavit (optional)</p>

FEDERAL TAX LIEN VACATE
FEDERAL TAX LIEN WITHDRAWAL
FINANCING STMT
JUDGMENT
JUDGMENT OF FORECLOSURE & SALE
JUDGMENT PARTIAL SAT
JUDGMENT SATISFACTION
JUDGMENT VACATE
LIEN (GENERAL)
LIEN/COM CHRG UNPAID
LIS PENDENS
LOCAL LAW LL
LOCAL LAW LLP
MAP
MAP ADDITIONAL
MECHANIC LIEN AFFIDAVIT
MECHANICS LIEN
MEMORANDUM OF LEASES
MISC PAPERS
MISC RECORDINGS
MISC UNREC DOCUMENT
MISCELLANEOUS RECORD
*MORTGAGE
*MORTGAGE RECORD MISC
*MORTGAGE/CEMA
NAME CHANGE PETITION
NOTARY CERT OF CHARACTER CARD
NOTARY NEW
NOTARY RENEWAL
NOTICE OF ASSIGNMENT
NOTICE OF ATTACH REC
NOTICE OF LENDING
NOTICE OF LIEN
NOTICE OF PENDENCY
OATH BOOK APPOINTED
OATH BOOK ELECTED
++PARTIAL RELEASE
PAYMENT INTO COURT
POWER OF ATTORNEY
++REL OF JUDGEMENT
++RELEASE
++RELEASE ESTATE TAX
++RELEASE OF MORTGAGE
++SATISFACTION OF LIEN
SEPTIC REPAIR EASMNT
++SUBORDINATION AGRMNT
VETERANS DISCHARGE