



## **Document Bulletin for Ulster, NY**

Ulster, 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 or 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.
- Recording Hours: M-F, 9:00AM to 4:45 PM
- Deeds require the TP-584 and the RP 5217 forms
- Chain of Title documents require indexed data for all documents in chain

| Document Type                      | Required Indexing and Attachment  |
|------------------------------------|---|
| AFFIDAVIT COLLECTION MTG TAX       | <b>Grantor/Grantee</b><br><br><b>Requesting Party</b><br><br><b>Consideration for Deeds/Mortgages</b><br><br><b>TP-584, 255 Exemption Affidavit, RP-5217 as optional attachments for Deeds/Mortgages</b><br><br><b>Referenced document info (Inst #/Bk/Pg) where applicable</b><br><br><b>**County has requested that all closing documents be sent as (1) single package**</b> |
| AFFIDAVIT ENVIRO LIEN              |   |
| AFFIDAVIT MECHANICS LIEN           |   |
| AFFIDAVITS                         |   |
| AGREEMENT - SPLITTER               |   |
| AGREEMENT - SUBORDINATE            |   |
| AGREEMENT-ASSUMPTION               |   |
| AGREEMENT-CONSOLIDATED             |   |
| AGREEMENT-EXTENSION                |   |
| AGREEMENT-MODIFICATION             |   |
| AGREEMENT-SPREADER                 |   |
| AGREEMENTS                         |   |
| AGREEMENTS - BOUNDARY              |   |
| AMENDED FED TAX LIEN               |   |
| AMENDED JUDGMENT                   |   |
| AMENDED LIS PENDENS                |   |
| AMENDMENT OF BUSINESS CERTIFICATES |   |
| AMENDMENTS TO CORPORATIONS         |   |
| APPLICATION OF AUTHORITY           |   |
| APPROPRIATION                      |   |
| APPROPRIATION MAP                  |   |
| ASSGN OF B/L AGMT                  |   |
| ASSIGNMENT MECHANICS LIEN          |   |
| ASSIGNMENT OF JUDGMENT             |   |
| ASSIGNMENT OF MORTGAGE             |   |
| ASSIGNMENT-LEASE                   |   |
| ASSIGNMENT-LEASE/RENT              |   |
| ASSIGNMENT-RENT                    |   |
| ASSUMED BUSINESS CORP              |   |
| BLDG/LOAN AGREEMENT                |   |
| BOND DISCHARGING ML                |   |
| BUSINESS CERTIFICATE               |   |
| CASE SATISFACTION                  |   |
| CASH BAIL                          |   |
| CERT OF NON-ATTACH FTL             |   |
| CERT OF SUBORDINATION              |   |
| CERTIFICATE OF APPROVAL            |   |
| CERTIFICATE OF DISPO/CRIMINAL      |   |

CERTIFICATE OF DISPO/JUDGMENTS  
CERTIFICATE OF DISPOSITION  
CERTIFICATE OF DISSOLUTION  
CERTIFICATE OF MERGER  
CERTIFICATE OF SURRENDER  
CERTIFICATIONS  
CHILD SUPPORT LIEN  
CLERK CERTIFICATION  
COMMISSIONERS CERTIFICATE  
COMMITMENT OF LAND  
CONDO DECLARATION  
CONDOMINIUM LIEN  
CONDOMINIUM MAPS  
COPIES  
CORPORATIONS  
CRIME VICTIMS LIEN  
CRIMINAL JUDGMENT  
DECLARATION RESTRICTIONS & COV  
\*DEED  
\*DEED-CORRECTION  
DISC OF ASSUMED BUSINESS CORP  
DISC OF BUSINESS CERTIFICATES  
DISC OF CORPORATIONS  
EASEMENT  
ENVIRONMENTAL LIEN  
ESTOPPEL CERTIFICATE  
EXTENSION OF MECHANICS LIEN  
FEDERAL JUDGMENT  
FEDERAL JUDGMENT/RELEASE  
FEDERAL TAX LIEN  
HOSPITAL LIEN  
INCOME EXECUTION ISSUE  
INSTALLMENT CONTRACT  
JUDGMENT BY CONFESSION  
JUDGMENT MONEY  
JUSTICE TRANSCRIPT  
LEASE  
LEASE-RELEASE  
LIS PENDENS  
MECHANICS LIEN  
MEDICAID LIEN  
MENTAL HYGIENE LIEN  
MILITARY DISCHARGE  
MISC RELEASE MORTGAGE  
MISC-RECORDING  
MISCELLANEOUS FILINGS  
\*MORTGAGE  
\*MORTGAGE-CORRECTION  
MOTION FEE PAID  
NEGATIVE PLEDGE AGREEMENT  
NOTARY CARDS  
NOTARY CERT  
NOTARY CERT OFFICIAL CHARACTER  
NOTARY CERT OFFICIAL ISSUED  
NOTARY RENEWAL  
NOTICE LENDING  
NOTICE OF ASSIGNMENT  
NOTICE TO VACATE TAX WARRANT  
NYS JUDGMENT  
NYS WARRANT  
OATHS OF OFFICE  
OPTION / RELEASE OF OPTION  
ORDER  
ORDER APPOINTING REC  
ORDER DISCHARGING RECEIVER  
ORDER OF DISPOSITION  
ORDER/EXTENTION ML

|   |  |
|---|--|
| ORDER/STIP VACATING JUDGMENT<br>PARTIAL REL NOTICE OF LENDING<br>PARTIAL SAT OF JUDGMENT<br>PARTIAL SAT OF LIEN<br>PARTIAL SAT OF WELFARE LIEN<br>PARTIAL/UNSAT EXECTS<br>PAYMENT INTO COURT<br>PAYMENT INTO COURT TO STAY JUDG<br>PAYMENT INTO TO COURT TO DISCHARGE ML<br>PERFORMANCE BOND<br>PHOTO<br>PISTOL PERMIT ORDER<br>PISTOL PERMIT TRANSFER IN<br>PISTOL PERMIT TRANSFER OUT<br>POSTPONE OF MORTGAGE<br>POWER OF ATTY<br>POWER OF ATTY-CANCEL<br>PROPERTY CONTRACT<br>PROPERTY EXECUTION<br>PUBLIC OFFICIAL BONDS<br>REDEMPTION CERT VILLAGE<br>REFEREES DEEDS<br>RELEASE FROM JUDGMENT<br>RELEASE OF FED TAX LIEN<br>RELEASE OF LIEN<br>RELEASE WELFARE LIEN<br>RELEASE-ESTATE<br>RELEASE-JUDGMENT<br>RELEASE-MORTGAGE PREM<br>RELIGIOUS CORPORATIONS<br>REVOCATION RELEASE OF FTL<br>RIGHT OF 1ST REFUSAL/CANCELLATION<br>RIGHT OF WAY<br>ROAD MAINTENANCE AGREEMENT<br>SAT EXECUTION<br>SAT OF JUDGMENT<br>SAT OF WARRANT<br>SAT WELFARE LIEN<br>SATISFACTION OF LIENS<br>SATISFACTION OF MORTGAGE<br>SECURED SURETY BOND<br>STATE AID GRANT LIEN<br>SUBDIVISION MAPS<br>SUBPOENA OUT OF STATE<br>SUPREME COURT TRANSCRIPTS<br>SURRENDERS OF CHILDREN<br>SURVEY MAPS<br>TAX DEED<br>TAX SALE CERTIFICATE<br>TRANSCRIPTS ISSUED<br>UCC-1<br>UCC-11<br>UCC-3<br>UNDERTAKING<br>VESSEL LIEN<br>VOID<br>WAGE ASSIGNMENTS<br>WELFARE LIEN<br>WILLS<br>WITHDRAWAL OF FED TAX LIEN |  |
|---|--|