

NYC.ID Overview

ACRIS now uses NYC.ID, the city-wide identity management system, for logging in. Existing NYC.ID accounts can be used to associate to existing ACRIS Customer Profiles. All Cover Pages, eTax transactions, EDS subscriptions and eUCC submissions are created at the Customer Profile level.

If a NYC.ID account doesn't already exist, a new NYC.ID account must be set up.

(Internal DOF staff uses their email addresses as NYC.ID accounts. If the staff needs to create Cover Pages, or eTax transactions, they would need to associate their email address to an ACRIS Customer Profile.)

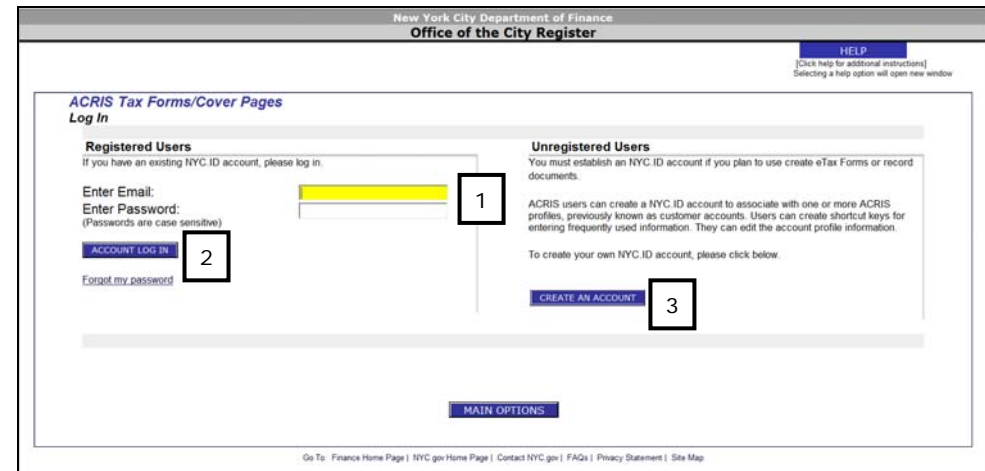
The following applications have been modified to use NYC.ID for logging in:

- 1) Cover Page
 - a) Log in Screen
 - b) New Account Creation Screen
 - c) Profile Selection Screen
 - d) Tax Forms / Cover Page Screen
 - e) Modify ACRIS / NYC.ID Profile
 - i) Edit Profile Information
 - ii) Edit NYC.ID Account Information
 - iii) Change NYC.ID Password
 - iv) Edit NYC.ID Security Questions
- 2) EDS
 - a) Log in Screen
 - b) EDS Home Screen

1. Cover Page

This section addresses the changes in the Cover Page application.

A. Log In



The ACRIS Tax Forms/Cover Page Log in screen will now require that the NYC.ID email (address) is entered. The Password is the NYC.ID password.

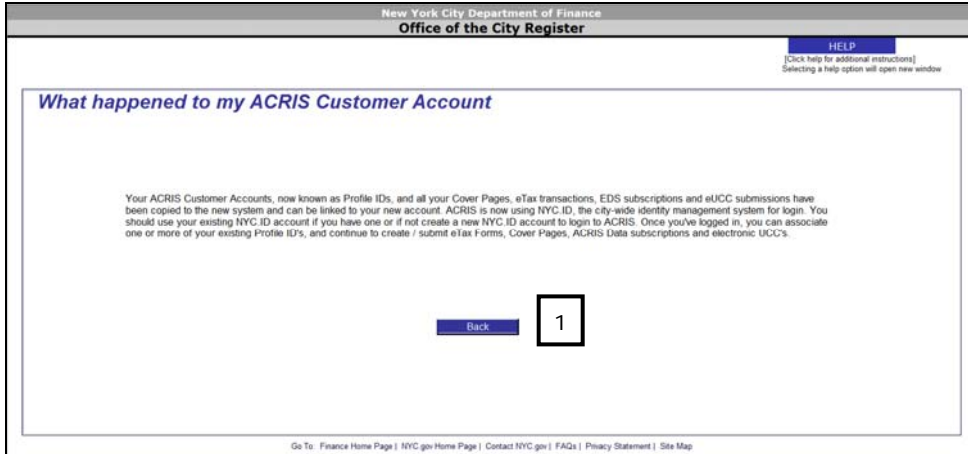
1. Enter a verified NYC.ID Email address and password.
2. Click on Account Log In to log into Cover Page.

Result: The Profile Selection screen opens.

3. If a new NYC.ID account needs to be created, click on the Create an Account button.

Result: The New Account screen opens.

Note: If an ACRIS Customer ID and Keyword is entered, the following page is displayed.



1. Click on the Back button to return to the ACRIS Tax Forms/Cover Page Log In screen.

B. New Account

1. Enter a valid email address, password (using criteria on screen), and confirm password
2. Select three Security Questions and enter an Answer for each Security Question.
3. Click on Create Account button.

Result: The Email Verification screen opens.

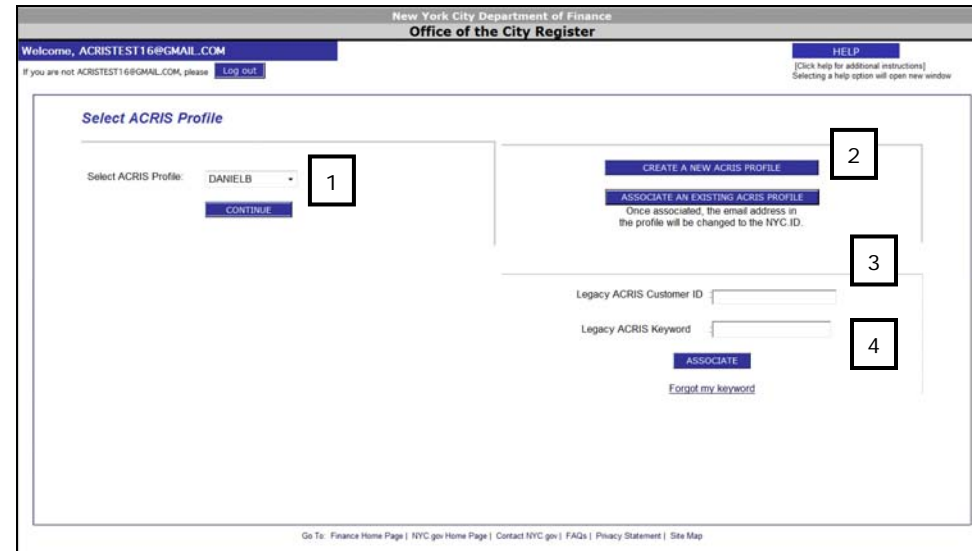


1. Click on the Proceed button to return to the ACRIS Tax Forms/ Cover Page Login page.

Once the email link within the Verification email sent to the customer's email address is clicked, the account has been verified.

Result: The Cover Page Log In screen opens.

C. Profile Selection



Once the NYC, ID email has been verified, the customer can log in using the email address.

1. Select an ACRIS Profile from the dropdown and click on Continue to log in.

NOTE: The Profile dropdown will display all ACRIS Profiles associated in steps 3 and 4 below.

Result: The Tax Forms / Cover Page Screen opens.

2. Click on Create a New ACRIS Profile.

Result: The New ACRIS Profile screen opens (there is no change in how this existing screen is completed).

3. Click on Associate an Existing ACRIS Profile to open the legacy ACRIS Customer ID and Keyword fields

4. Enter in the Legacy ACRIS Customer ID and Keyword and click on Associate

Result: The legacy ACRIS profile is now associated to this NYC.ID email address

D. Tax Forms / Cover Page Screen

1. To change the profile that is already associated to this NYC.ID email address, click on the desired profile in the Switch Profile dropdown.

Result: The Tax Forms / Cover Page Screen remains open but all new Cover Page and eTax actions will be filtered using the new Profile.

2. To modify the ACRIS / NYC.ID profile, click on Modify ACRIS / NYC.ID Profile.

Result: The Modify ACRIS/NYC.ID Profile screen opens.

E. Modify ACRIS / NYC.ID Profile Screens

i. Edit Profile

To modify the profile that is already associated to this NYC.ID email address,

1. Edit the Account Name, Address, and Contact Information
2. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the Customer Profile information is changed.

ii. Edit NYC.ID Account Information

To change the NYC.ID email address used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Edit NYC.ID Account Information.

1. Enter and confirm the new email address.
2. Enter the password to confirm the change
3. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the NYC.ID email address used to log in is changed.

iii. Change NYC.ID Password

To change the NYC.ID password used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Change NYC.ID Password.

1. Enter the old password.
2. Enter and confirm the new password.
3. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the NYC.ID password used to log in is changed.

iv. Edit NYC.ID Security Questions

To change the NYC.ID security questions used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Edit NYC.ID Questions.

1. Select new Security Questions and Answers.
2. Enter the password to confirm the change.
3. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the NYC.ID security questions are changed.

2. EDS

This section addresses the changes in the EDS application.

A. Log In

The ACRIS Tax Forms / Cover Pages Log in screen (also used for EDS Log in) will now require that the NYC.ID email address is entered. The Password is the NYC.ID password.

1. Enter a validated NYC.ID Email address and password
2. Click on Account Log In to log into Cover Page.

Result: The EDS Home Screen remains open

3. If a new NYC.ID account needs to be created, click on the Create an Account button.

Result: The New Account screen opens.

B. EDS Home Screen



End of NYC.ID.

1. To change the profile that is already associated to this NYC.ID email address, click on the desired profile in the Switch Profile dropdown.

Result: The EDS Home Screen remains open but all new EDS actions will be filtered using the new Profile.

Cover Page Overview

There are 5 cover page enhancements for ACRIS. These enhancements are:

- A. Cover Page Property Type Validation.
- B. Cover Page Popup Reminder When Modifying.
- C. Cover Page Mortgage Refinance Indicator.
- D. Cover Page MRT EIN.
- E. Cover Page for Co-ops.

This process card will address enhancements A thru D above, which can be addressed with a single property example.

Note: For Cover Page Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options page, select the Create Tax Forms/Create Cover Page option.
2. Log in and select the Profile ID.

A. Cover Page Property Type Validation Overview

This cover page enhancement enables ACRIS to validate the property type selected on the Property tab against the RPAD Building Class database and thus reduce errors made in selecting the Property Type. A mapping table stores the ACRIS Property Type to RPAD Building Class mapping. If the property type does not match the property type associated to the Building Class, the Property Type dropdown changes to the value that has been mapped. The customer can change the Property Type dropdown again to another value, if so desired.

The Cover Page Property Type Validation process consists of 2 steps:

1. On the Property tab select the Property Type.
2. Click Find BBL or Find address and the Property Type may be changed to the property type mapped to the Building Class of the address.

(1) Complete the Property Tab

Public user selects the Create New Cover Page and creates a new cover page form. Public user completes the Document tab, and clicks Next when complete.

The screenshot shows the ACRIS Property Tab form. The document ID is 2013011400019001. The form is divided into several sections:

- Property Attributes:** Property Type is set to RELIGIOUS STRUCTURE. Other options include Esasement, Air Rights, and Subterranean Rights. A callout '1' points to the Property Type dropdown.
- Property Address:** Borough/County is set to BROOKLYN / KINGS, Street Number is 36, and Street Name is IRA COURT. A callout '2' points to the Street Name field.
- Property Borough/Block/Lot:** Fields for Borough/County, Block, and Lot are present. A callout '3' points to the Find BBL button.

At the bottom, there is a table with columns: Action, Seq #, Borough/County, Bk, Lot, Pt, Street Number, Street Name, and Unit. The table is currently empty.

1. Complete Property Attributes section.

Note: Select Property Type = Religious Structure.

2. Complete Property Address section.

Note: Use Instructor provided address for a property known to be Property Type <> Religious Structure.

3. Click "Find BBL" and review Property Type



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Cover Page
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End of Cover Page Property Type Validation Enhancement.

Results: The Property Type is updated to display what has been mapped to the Building Class of the address. The customer can change the Property Type dropdown again to another value, if so desired but Find BBL or Find address should not be clicked again.

Note: Find Address also performs the same check for the Property Type mapped.



B. Cover Page MRT EIN Overview

This cover page enhancement enables a public user to enter the optional Employer Identification Number (EIN) for a cover page that has a Mortgage Recording Tax (MRT).

The Cover Page MRT EIN process consists of 2 steps

1. Select a Document Type that has the Mortgage Recording Tax tab enabled
2. In the Parties tab, under the Party 1 or Party 2 or Party 3 sub-tab, select the Business radio button

(1) Complete the Party Tab

Public user selects the Create New Cover Page option and creates a new cover page form. Public user is in the Parties tab.

Document ID: 2013012400007001

Document | Property | Parties | Cross Ref. | Fees & Taxes | Supporting Docs | Print | HELP

The Department of Finance (DOF) sends the Statement of Account and all other correspondence to the grantee mailing address. The Department of Environmental Protection (DEP) sends all Water/Sewer billing and correspondence to the property address. If you desire that both DOF and DEP billing and correspondence be sent to the same address, please indicate here: [Update Billing Address link] The form on this link needs to be completed only if both DOF and DEP correspondence are to be sent to the same address. Whatever address is entered will update both the grantee mailing address used by DOF and the property address used by DEP. For alternate DEP delivery arrangements, please contact DEP at (718) 595-7000.

MORTGAGOR/BORROWER | MORTGAGEE/LENDER 5

Copy all PARTY 1 Names from Previous Document
Copy all PARTY 2 Names from Previous Document
Paste Party Copied

Name: * Please select Individual or Business and fill in the name
Individual: 1
or BUSINESS NAME
Business: GALLAGHER CONSULTING EIN: 123465789 3

Address: * 210 JORALEMON
Country: * UNITED STATES 2
City: * BROOKLYN
State: * NEW YORK Zip: * 11201 4 Add name

Total Records: 0
Listed: 0 - 0 <<Previous Next>>

Action	Seq #	Name	Address1	Address2	City	State	Zip	Country

Cancel Clear Next

1. Click Business radio button in Name section of Mortgagor/Borrower sub-tab of Parties tab and enter business information.

Note: New optional EIN field is displayed.

2. Enter required information for business address.
3. Optionally enter the EIN.
4. Click "Add name".

Result: The business information loads in the table.

5. Click "Mortgagee/Lender" sub-tab and follow the same steps.

Note: This field is enabled for all Business Parties if the document has the Mortgage Recording Tax sub-tab enabled.

C. Cover Page Mortgage Refinance Indicator Overview

This cover page enhancement enables a public user to optionally designate if the mortgage being recorded is a refinance.

The Cover Page Mortgage Refinance Indicator process consists of 1 step

1. Review/complete Fees & Taxes sub-tab.

(1) Complete “Fees & Taxes” sub-tab

Public user completes the “Fees and Taxes”.

End of Cover Page Mortgage Refinance Indicator Enhancement.

1. Click “Fees & Taxes” tab.
2. Optionally select Yes / No to identify if the mortgage is a refinance.

D. Cover Page Popup Reminder When Modifying Overview

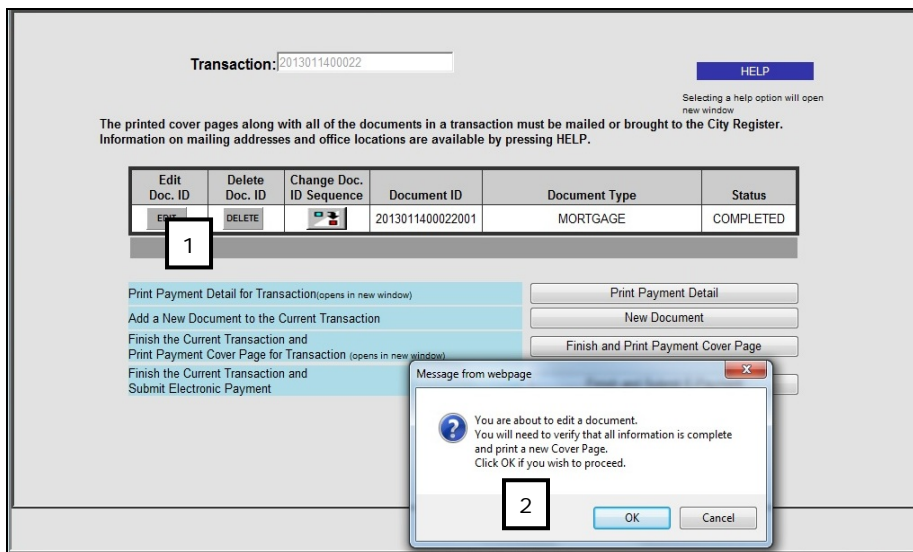
This cover page enhancement reminds a public user when they are about to modify an existing cover page that has been saved to reprint the Cover Page. The existing message for Cover Pages associated to RPTT or RETT is modified as well.

The “Cover Page Popup Reminder” process consists of 1 step:

1. After completing the “ACRIS Cover Page” process, edit a saved cover page.

(1) Edit a Saved Cover Page

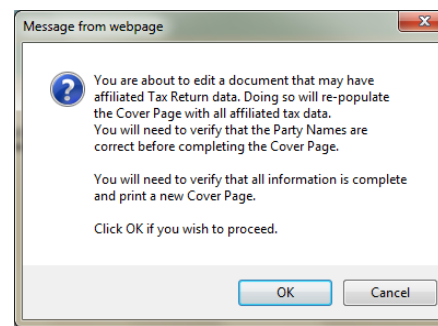
Public user clicks “Edit” on the last Cover Page screen. Public user may or may not complete the Cover Page.



1. Click “Edit”.
2. Popup message appears indicating that public user will need to verify that all information is complete and print a new cover page.

Result: The public user can click “OK” to proceed with cover page edits or “Cancel” to return to existing cover page transaction screen.

Note: The existing RPTT/RETT associated Cover Page message is changed with additional wording.



End of Cover Page Popup Reminder When Modifying Enhancement.



Cover Page Overview

There are 5 cover page enhancements for ACRIS. This process card will address the following cover page enhancement (designated E based on Cover Page Process Card #1):

E. Cover Page for Co-ops.

Note: For all Cover Page Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options Page, select the Create Tax Forms/Create Cover Page option.
2. Log in and select the Profile ID.

E. Cover Page for Co-ops Overview

This cover page enhancement enables ACRIS to restrict the document types if the eTax transaction associated with the cover page has co-op properties only.

The Cover Page for Co-ops process consists of 3 steps:

1. Create an eTax transaction with only co-op properties.
2. On the ACRIS Tax Forms/Cover Page, select New Cover Page.
3. Complete the top portion of the Document Tab for an existing Co-op eTax Transaction ID.

(1) Complete the Document Tab

Public user creates and completes a new tax form with only co-op properties. Public user selects the Create New Cover Page.

1. Select Document Class and Document Type.

Note: Select Document Class = “Deeds and Other Conveyances” and Document Type = “Deed”.

2. Click on screen (or in another text box).

Result: Screen refreshes with Tax Transaction ID option available.

3. Enter Tax Transaction ID and corresponding Borough/Block/Lot information.

4. Click “Retrieve/Release Data”.

Result: After agreeing that all previously entered data will be overwritten, the user receives a message that the eTax Transaction ID is for a co-op RETT, and that only certain document types will be available (only a single document type can be created) .



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Cover Page
Process Card #2 of 2

5. Click "OK".

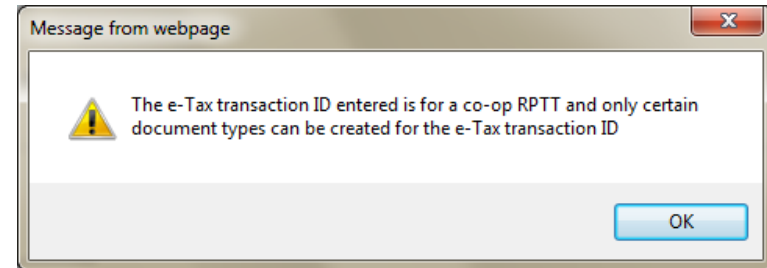
6. Document Class is automatically set to Other Documents.

7. Document Type is automatically set to the configured value. No other options are available.

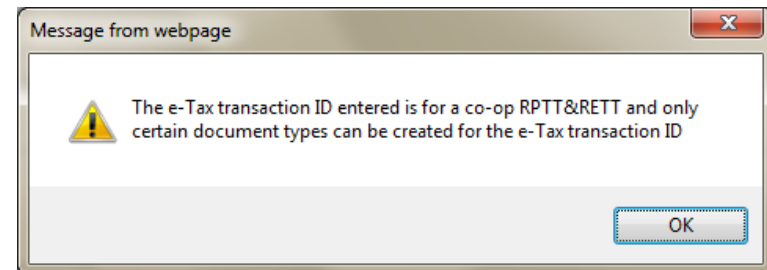
Result: The Document Class and Document Type have automatically updated to the appropriate values.

Note: To restore the dropdowns, clear the Tax Transaction ID, and click on Retrieve/Release Data.

The following message is displayed if the Tax Transaction is a Co-op RPTT (only a single document type can be created):



The following message is displayed if the Tax Transaction is a Co-op RPTT & RETT (only a single document type can be created):



End of Cover Page for Co-op Enhancement.

eTax Enhancement Overview

There is 1 eTax form enhancement for ACRIS. This enhancement is:

A. HPD Affidavit in Lieu of Registration Form

This enhancement includes actions being taken in Cover Page/Property Type Validation which is not covered in this process card. Any functionality outside of this specific eTax enhancement is presented as existing functionality.

Note: For eTax Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options Page, select the Create Tax Forms/Create Cover Page option.
2. Log in and select the Profile ID.

A. HPD Affidavit in Lieu of Registration Form Overview

This eTax enhancement enables customers to create the HPD Affidavit in Lieu of Registration Form directly in eTax without retrieving the form elsewhere, manually completing it, and attaching it to the eTax form. The Affidavit in Lieu of Registration tab is available and required if the property transfer involves an HPD eligible property.

The HPD Affidavit in Lieu of Registration Form consists of 4 steps:

1. Complete the Property Information Tab.
2. Complete the "Affidavit in Lieu of Registration Form" Tab.
3. Print the tax forms.

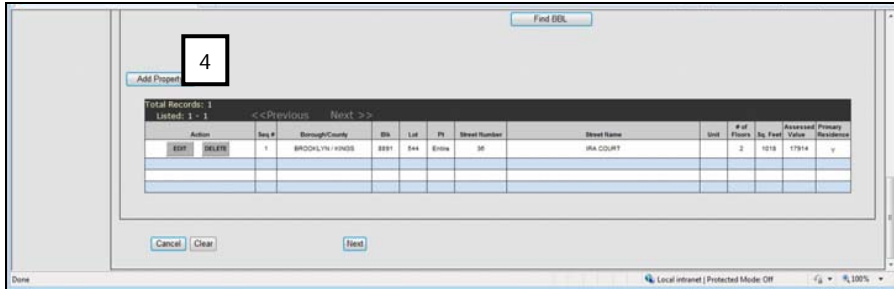
(1) Complete the Property Information Section

Public user selects the Create Tax Forms option and creates a new RPTT tax form. Public user completes the Grantor and Grantee information sections, and clicks Next when complete.

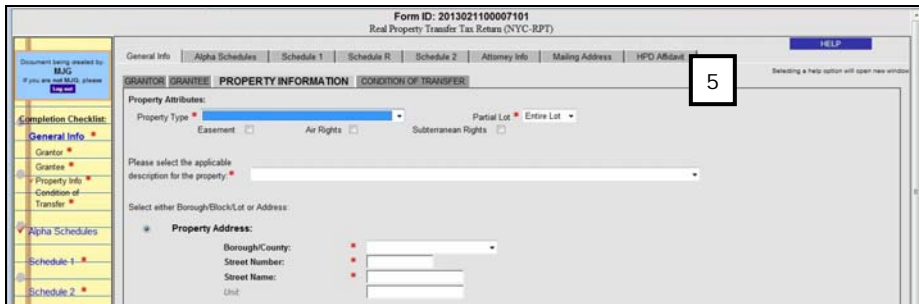
1. Select Property Type.
2. Select description for the property.

Note: The HPD Affidavit tab will be triggered for any description other than "NONE OF THE ABOVE".

3. Complete property information section (Borough/Block/Lot and Address).



4. Click Add Property button.



5. Complete the remaining RPTT tabs and click new HPD Affidavit tab.

Result: The HPD Affidavit tab loads.

(2) Complete the HPD Affidavit Information Section

1. Select Affidavit-Eligible Property from drop-down list

Note: This lists all properties from the Property Information tab that are HPD-eligible properties.

2. Select Party to Copy from drop-down list

Note: This list will be populated based on Grantors/Grantees entered in corresponding section of "General Info". If a party is selected, information entered in the Grantor/Grantee section is copied to the contact information and can be edited. Any changes made in this tab does not affect the contact information elsewhere in eTax

3. Enter the Party title and select the applicable Document Type from the Affidavit in connection with dropdown and click Add HPD Affidavit Button.

Result: Information is loaded to the table.



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Phase 1 Enhancements**

eTax

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(3) Display the HPD Affidavit in Lieu of Registration

On the eTax transaction screen, click Draft / Final / Print All Forms button.

The Affidavit in Lieu of Registration Statement is generated as part of the ACRIS tax documents.

End of eTax HPD Affidavit in Lieu of Registration Statement Enhancement.

NYC
Department of
Housing Preservation
& Development
nyc.gov/hpd

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
AFFIDAVIT IN LIEU OF REGISTRATION STATEMENT

County of _____) SS.:
State of New York)
JOHN GALLAGHER _____, being duly sworn, deposes and says:

1) I am personally familiar with the real property known by the street address of (insert street address):
38 IRA COURT Block 8891 Lot 544
and make this Affidavit as (describe capacity in which affidavit is made) PAPA JOHN
in connection with a ~~deed-lease-memorandum-of-lease~~ (delete inapplicable description) which transfers an
interest in the above real property, that is dated 1/1/2013, and is
between GALLAGHER and GALLAGHER.

2) The statements made in the Affidavit are true of my own knowledge, and I submit this Affidavit in order
that this Instrument be accepted for recording without being accompanied by a registration statement, as
such is defined by Article 2 of Subchapter 4 of Chapter 2 of Title 27 of the Administrative Code of the
City of New York.

3) Exemption from registration is claimed because the Instrument affects neither (a) an entire multiple
dwelling as such is defined by §27-2004(a)(7) of Article 1 of Subchapter 1, of Chapter 2 of Title 27 of the
Administrative Code of the City of New York and New York State Multiple Dwelling Law §4(7) nor (b)
a private dwelling as such is defined by §27-2004 (a) (4) of Article 1 of Subchapter 1 of Chapter 2 of
Title 27 of the Administrative Code of the City of New York and of the New York State Multiple
Dwelling Law §4(6) that is required to register pursuant to, Article 2 of Subchapter 4 of Chapter 2 of Title
27 of the Administrative Code of the City of New York. The Instrument does not affect a multiple
dwelling because it affects the following (check applicable item):

a commercial building
 a one-or two family dwelling whose owner or a family member resides in the dwelling
 a condominium unit in a multiple dwelling
 cooperative corporation shares relating to a single residential unit in a multiple dwelling
 mineral, gas, water, air or other similar rights not affecting a multiple dwelling
 lease of commercial space in a multiple dwelling
 vacant land

4) I am aware that this Affidavit is required by law to be submitted in order that the Instrument be recorded
or accepted for recording without being accompanied by a registration statement. I am aware that any
false statements made in this Affidavit may be punishable as a felony or misdemeanor under Penal Law
Article 210 or as an offense under Administrative Code of the City of New York §10-154.

Sworn To Before Me This _____ Signature
_____ Day of _____
Notary Public Address 210 JORALEMON BROOKLYN NY 11201
Telephone # 212-555-1212

Printed on paper containing 30% post-consumer material. 2013021100007101

Document Search Overview

There are 3 document search enhancements for ACRIS. These enhancements are:

- A. Document Search for Document Type by Date Range and All Boroughs.
- B. Document Search for Co-op Units.
- C. Document Search: Search Results to display Document Date.

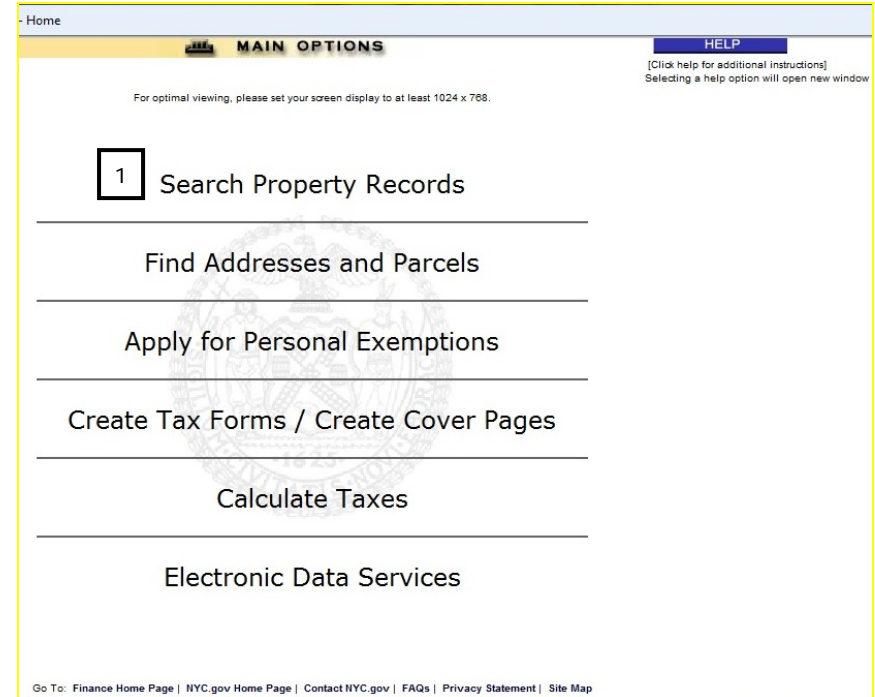
A. Document Search for Document Type by Date Range and All Boroughs Overview

This search enhancement enables search for documents by date range of the last 31 days, and to search across all boroughs.

The “Document Search for Document Type by Date Range and All Boroughs” process consists of 5 steps:

1. Select the Search Property Records option.
2. Select Document Type option.
3. Enter the search criteria.
4. Review Search Results.

(1) Select the Search Property Records Option



1. Click “Search Property Records”.

Result: The “Document Search Option” page opens.



(2) Select Document Type Search

1. Click "Document Type".

Results: The search screen opens.

(3) Select Search Criteria

1. Select Document Class.
2. Select Document Type
3. Choose "Select Date Range" option of "Last 31 days".
4. Choose "Select Borough/County" option of "ALL BOROUGHS".

Note: Select Date Range now includes "Last 31 days", and Select Borough/County now includes "ALL BOROUGHS".

5. Click Search button.

Results: The search is performed and results presented.



(4) Review Search Results

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Office of the City Register

[HELP](#)
(Click help for additional instructions)
Selecting a help option will open new window

Current Search Criteria:
Document Type: DEED
Date Range: Last 31 days
Borough/County: ALL BOROUGHS

Search Results By Document Type

Records: 1 - 4 << previous next >> Max Rows: 10 [Search Options] [New Doc. Type S] [1] [Edit Current Search] [Print Index]

	Borough	Block	Keel/Pg/File	CRFR	Lot	Doc Date	Recorded / Filed	Page	Party1	Party2	Party 3/ Other	More Party	Corrected/ Remarks	Doc Amount
	QUEENS	277		2013000000002	1	1/2/2012	1/2/2013 3:42:25 PM	7	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	DELTA FUNDING CORPORATION				45,000,000
	MANHATTAN	204		2013000000002	4	ENTIRE LOT	12/21/2012 1/2/2013 3:42:25 PM	7	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	DELTA FUNDING CORPORATION				45,000,000
	MANHATTAN	204		2012000289668	4	ENTIRE LOT	12/12/2012 12/20/2013 2:57:17 PM	1	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	FREMONT INVESTMENT & LOAN				3,500,000
	MANHATTAN	204		2012000289668	1	ENTIRE LOT	12/12/2012 12/20/2012 2:57:17 PM	1	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	FREMONT INVESTMENT & LOAN				3,500,000

Search Options New Document Type Search Edit Current Search

Go To: Finance Home Page | NYC.gov Home Page | Contact NYC.gov | FAQs | Privacy Statement | Site Map

End of Document Search for Document Type by Date Range and All Boroughs Enhancement.

1. Results are returned for a date range of last 31 days.
2. Results are returned for multiple boroughs.
3. Document Date is displayed in results window.

Note: Search Results display of Document Date is a separate enhancement, but is noted here since it is included in the results window. A later section of this training material will present the display Document Date for all searches.

B. Document Search for Co-op Units Overview

This search enhancement enables search for documents by individual Co-op Apartment based on unit number.

The “Document Search for Co-op Units” process consists of 5 or 4 steps, but can be accessed via multiple pathways as noted below:

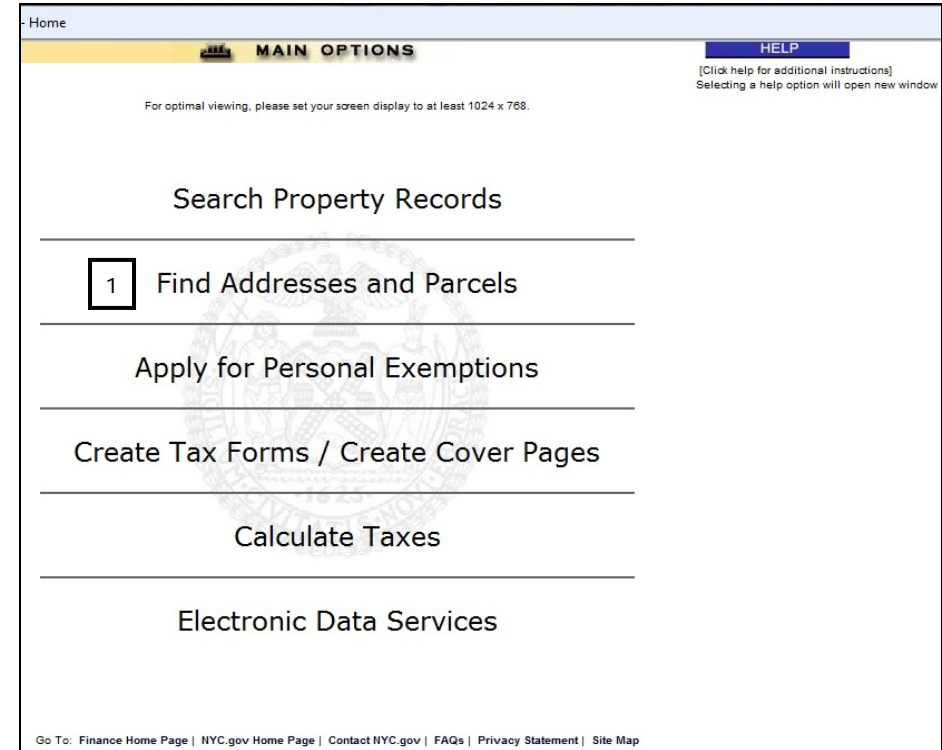
1. Select the Find Addresses and Parcels option.
2. Enter the search criteria for property address (including unit) and find BBL.
3. Click Document Search by BBL to load Search by Parcel Identifier page with Parcel Identifier (Borough, Block, Lot, Unit) populated.
4. Search by Parcel Identifier.
5. Review Search Results.

- OR Alternate Process -

1. Select the Search Property Records option.
2. Select Parcel Identifier (Borough, Block, Lot) option.
3. Enter the search criteria on the Search by Parcel Identifier page and perform search.
4. Review Search Results.

Note: Both pathways access and utilize the same pages, but depending on the option selected in step 2 the order of page presentation will be altered as noted above.

(1) Select the Find Addresses and Parcels Option



1. Click Find Addresses and Parcels.

Result: The property information “Lookup” page opens.

(2) Enter Property Address Information

1. Enter Property Address, including Unit.
2. Click Find BBL.

Results: The property information “Lookup” page refreshes with Property Borough/Block/Lot information populated.

(3) Select Lookup Criteria

1. Property Borough/Block/Lot information is populated.
2. Click “Document Search by BBL”.

Results: The “Search by Property Identifier” page loads with BBL and Unit # populated.

(4) Search by Parcel Identifier

New York City Department of Finance
Office of the City Register

Search By Parcel Identifier
Recorded documents only.

1. Select Borough/County: MANHATTAN / NEW YORK

Enter Block: 01397

Enter Lot: 0069

Enter Unit: (Co-op Only)
409

2. Select Date Range: To Current Date

Select Document Class: All Document Classes

3. Search

MAIN OPTIONS SEARCH OPTIONS ADDRESS AND PARCEL LOOKUP

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1. The Borough, Block, Lot, and Unit values are populated from previous search.
2. Enter additional document search criteria.
3. Click "Search".

Results: The Search Results By Parcel Identifier screen is displayed.

Note: Clicking the "ADDRESS AND PARCEL LOOKUP" button at this point will open a blank property information "Lookup" page (see previous). This would be process step 3 if the Search Property Records option was selected using alternate process step 2.

(5) Review Search Results

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Search Results By Parcel Identifier

1. Current Search Criteria:
Borough: MANHATTAN / NEW YORK
Block: 01397
Lot: 0069 Unit: 409
Date Range: To Current Date
Document Class: All Document Classes

Records 1 - 1 << previous next >> Max Rows 10 [Search Options] [New BBL Search] [Edit Current Search] [View Tax Map] [Print Index]

View	Reel/Pg/File	CRFN	Doc Date	Recorded / Document Type	Pages	Party1	Party2	Party 3/ Other	More Party 1/2 Names	Corrected/ Remarks	Doc Amount
DET_IMG		2012000104441	3/2/2012	3/14/2012 4:03:22 PM	2	OTT, DAVID A	COUTURE, MICHEL		✓		580,000

Search Options New Parcel Identifier Search Edit Current Search View Tax Map

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1. The unit number is listed in the "Current Search Criteria" window.
2. Results are returned for the specific co-op unit.
3. Document Date is displayed in results window.

Note: Search Results display of Document Date is a separate enhancement, but is noted here since it is included in the results window. A later section of this training material will present the Document Date display for all searches.



Alternate method to search by unit

(1) Select the Search Property Records Option

Home

MAIN OPTIONS

HELP

[Click help for additional instructions]
Selecting a help option will open new window

For optimal viewing, please set your screen display to at least 1024 x 768.

1 Search Property Records

Find Addresses and Parcels

Apply for Personal Exemptions

Create Tax Forms / Create Cover Pages

Calculate Taxes

Electronic Data Services

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1. Click on Search Property Records.

(2) Search by Parcel Identifier

New York City Department of Finance
Office of the City Register
DOCUMENT SEARCH OPTIONS

HELP

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[Click help for additional instructions]
Selecting a help option will open new window

Party Name - Search by party name.

Parcel Identifier (Borough, Block, Lot) - Search by property identifier of borough, block and lot. 1

Document Type - Search by type of document.

Document ID/City Register File Number - Search by Document ID or CRFN assigned to documents recorded on or after January 2, 2003.

Transaction Number - Search by Transaction Number assigned to cover pages on or after January 2, 2003.

Reel and Page - Search by microfilm reel/page assigned to documents prior to January 2, 2003.

UCC/Federal Lien File Number - Search by file number assigned to UCC/Federal Liens prior to January 2, 2003.

MAIN OPTIONS

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1. Select the Parcel Identifier search option.



(3) Search by Parcel Identifier

New York City Department of Finance
Office of the City Register

[HELP](#)
[Click help for additional instructions]
Selecting a help option will open new window

Search By Parcel Identifier

Recorded documents only.

Select Borough/County: Enter Block: Enter Lot: (Entry of 0000 and no unit number indicates all lots)

Enter Unit: (Co-op Only)

Select Date Range: Please enter date as: MM/DD/YYYY
To Current Date From: / / Through: / /

Select Document Class:

[MAIN OPTIONS](#) [SEARCH OPTIONS](#) [ADDRESS AND PARCEL LOOKUP](#)

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- 1
- 2
- 3

1. Enter Borough, Block, Lot, and Unit values.
2. Enter additional document search criteria.
3. Click "Search".

Results: The Search Results By Parcel Identifier screen is displayed as above.

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Office of the City Register

[HELP](#)
[Click help for additional instructions]
Selecting a help option will open new window

Current Search Criteria:
Borough: MANHATTAN / NEW YORK
Block: 01397
Lot: 0069 Unit: 409
Date Range: To Current Date
Document Class: All Document Classes

Search Results By Parcel Identifier

Records 1 - 1 << previous next >> Max Rows 10 [Search Options] [New BBL Search] [Edit Current Search] [View Tax Map] [Print Index]

View	Reel/Pg/File	CRFN	Lot	Partial	Doc Date	Recorded Filed	Document Type	Pages	Party1	Party2	Party 3/ Other	More Party 1/2 Names	Corrected/ Remarks	Doc Amount
DET	IMG	2012000104441	69	ENTIRE LOT	3/2/2012	3/14/2012 4:03:22 PM	BOTH RPTT AND RETT	2	OTT, DAVID A	COUTURE, MICHEL		✓		580,000

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End of Document Search for Co-op Units Enhancement.

C. Document Search: Search Results to display Document Date Overview

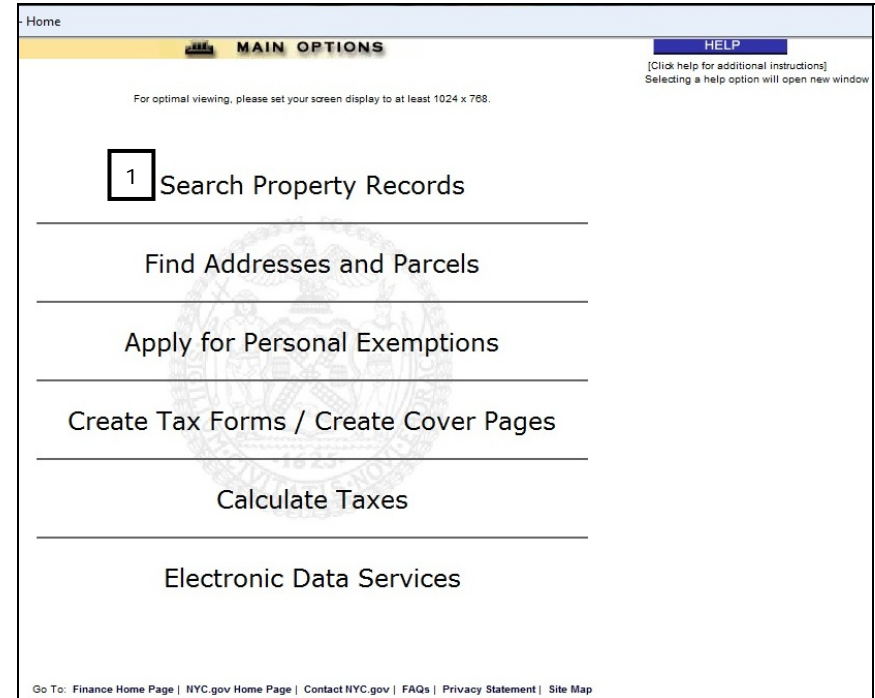
This search enhancement enables search returns to display Document Date for all ACRIS document searches.

The “Search Results to display Document Date” process consists of 2 steps:

1. Select and execute the appropriate search (applies to the searches noted in the following step).
2. Review search results. The following search results screens are modified for this enhancement.
 - a. Party Name
 - b. Parcel Identifier
 - c. Document Type
 - d. Transaction Number

Since these are existing ACRIS document searches, the entire search process will not be presented for each individual search. Only the updated search results page will be presented to illustrate the document date enhancement.

(1) Select the Search Property Records Option



1. Click “Search Property Records”.

Result: The Document Search Option page opens.



(2) Select Search Type

New York City Department of Finance
Office of the City Register
DOCUMENT SEARCH OPTIONS

1

For optimal viewing, please set your screen display to at least 1024 x 768

HELP [Click help for additional instructions] Selecting a help option will open new window

Party Name - Search by party name. a

Parcel Identifier (Borough, Block, Lot) - Search by property identifier of borough, block and lot. b

Document Type - Search by type of document. c

Document ID/City Register File Number - Search by Document ID or CRFN assigned to documents recorded on or after January 2, 2003.

Transaction Number - Search by Transaction Number assigned to cover pages on or after January 2, 2003. d

Reel and Page - Search by microfilm reel/page assigned to documents prior to January 2, 2003.

UCC/Federal Lien File Number - Search by file number assigned to UCC/Federal Liens prior to January 2, 2003.

MAIN OPTIONS

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1. Click one of the following searches.

- a) Party Name
- b) Parcel Identifier
- c) Document Type
- d) Transaction Number

Results: The appropriate search is performed and results presented.

(3a) Party Name Search Results

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HELP [Click help for additional instructions] Selecting a help option will open new window

Current Search Criteria:
Name: TITLE
Date: To Current Date
Party Type: All Parties
Borough/County: All Boroughs/Counties
Document Class: All Document Classes

Search Results By Party Name

Records 1 - 10 << previous next >> Max Rows 10 [Search Options] [New Name Search] [Edit Current Search] [Print Index]

View	Party Type/Other	Party Name	Borough	Block	Lot	Reel/Pg/File	CRFN	Partial	Doc Date	1	red/Flid	Document Type	Pages	Corrected/Remarks	Doc Amount
DET	IMG	2	TITLE GUARANTY & TRUST	QUEENS	1522	62	3116/1196		ENTIRE LOT		2/4/1991	SATISFACTION OF MORTGAGE	2		0
DET	IMG	1	TITLE & GUARANTY CO	MANHATTAN	1232	21	206/874		ENTIRE LOT		6/4/1971	ASSIGNMENT, MORTGAGE	6		0
DET	IMG	2	TITLE & GUARANTY CO	MANHATTAN	1232	21	206/1133		ENTIRE LOT		6/7/1971	ASSIGNMENT, MORTGAGE	2		0
DET	IMG	2	TITLE ABRAHAM D	BROOKLYN	5235	30	875/966		ENTIRE LOT	10/1/1976	10/1/1976	MORTGAGE	4		0
DET	IMG	1	TITLE ABRAHAM D	BROOKLYN	5235	30	875/964		ENTIRE LOT	10/1/1976	10/1/1976	DEED	2		0
DET	IMG	1	TITLE AGENCY HEADQUARTERS LLC	QUEENS	9288	16		2010000400399	PARTIAL LOT	11/24/2010	11/30/2010 9:23:52 AM	UCC3 CONTINUATION	4		0
DET	IMG	1	TITLE AGENCY HEADQUARTERS LLC	QUEENS	9288	14		2006000034215	PARTIAL LOT	1/18/2006	1/20/2006 9:12:59 AM	INITIAL UCC1	3		0
DET	IMG	1	TITLE AGENCY HEADQUARTERS LLC	QUEENS	9288	18		2003000015292	ENTIRE LOT	1/14/2003	2/10/2003 3:30:32 PM	INITIAL UCC1	4		0
DET	IMG	1	TITLE AGENCY HEADQUARTERS LLC	QUEENS	9288	16		2003000015292	ENTIRE LOT	1/14/2003	2/10/2003 3:30:32 PM	INITIAL UCC1	4		0
DET	IMG	1	TITLE AGENCY HEADQUARTERS LLC					99PQ13973			8/27/1999	INITIAL UCC1	2		0

Search Options New Name Search Edit Current Search

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1. Document Date is displayed in results window.



(3b) Parcel Identifier Search Results

New York City Department of Finance
Office of the City Register

[HELP](#)
[Click help for additional instructions]
Selecting a help option will open new window

Current Search Criteria:
Borough: MANHATTAN / NEW YORK
Block: 01397
Lot: 0069 Unit: 409
Date Range: To Current Date
Document Class: All Document Classes

Search Results By Parcel Identifier

Records 1 - 1 << previous next >> Max Rows 10 [Search Options] [New BBL Search] [Edit Current Search] [View Tax Map] [Print Index]

View	Reel/Pg/File	CRFN	Lot	Doc Date	Recorded / Filed	Document Type	Pages	Party1	Party2	Party 3/ Other	More Party 1/2 Names	Corrected/ Remarks	Doc Amount
DET	IMG	2012000104441	69	ENTIRE LOT	3/2/2012 3/14/2012 4:03:22 PM	BOTH RPTT AND RETT	2	OTT, DAVID A	COUTURE, MICHEL		✓		580,000

Search Options New Parcel Identifier Search Edit Current Search View Tax Map

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1. Document Date is displayed in results window.

(3c) Document Type Search Results

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Office of the City Register

[HELP](#)
[Click help for additional instructions]
Selecting a help option will open new window

Current Search Criteria:
Document Type: DEED
Date Range: Last 31 days
Borough/County: ALL BOROUGHS

Search Results By Document Type

Records 1 - 4 << previous next >> Max Rows 10 [Search Options] [New Doc. Type Search] [Edit Current Search] [Print Index]

View	Borough	Block	Reel/Pg/File	CRFN	Lot	Doc Date	Recorded / Filed	Pages	Party1	Party2	Party 2/ Other	More Party 1/2 Names	Corrected/ Remarks	Doc Amount
DET	IMG	QUEENS	277	2013000000002	1	ENTIRE LOT	12/21/2012 1/2/2013 3:42:25 PM	7	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	DELTA FUNDING CORPORATION				45,000,000
DET	IMG	MANHATTAN	204	2013000000002	4	ENTIRE LOT	12/21/2012 1/2/2013 3:42:25 PM	7	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	DELTA FUNDING CORPORATION				45,000,000
DET	IMG	MANHATTAN	204	2012000289468	4	ENTIRE LOT	12/12/2012 12/20/2012 2:57:17 PM	1	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	FREMONT INVESTMENT & LOAN				3,500,000
DET	IMG	MANHATTAN	204	2012000289468	1	ENTIRE LOT	12/12/2012 12/20/2012 2:57:17 PM	1	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC	FREMONT INVESTMENT & LOAN				3,500,000

Search Options New Document Type Search Edit Current Search

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1. Document Date is displayed in results window.



(3d) Transaction Number Search Results

New York City Department of Finance
Office of the City Register

[HELP](#)
[Click help for additional instructions]
Selecting a help option will open new window

Search Results By Transaction Number

Current Search Criteria:
Transaction Number: 2012030100005*

Records 1 - 1 << previous next >> Max Rows 10 [Search Options] [New Transaction Number Search] [Edit Current Search] [Print Index]

View	DocumentID	Borough	Block/Lot	Doc Date	Recorded / Filed	Document Type	Pages	Party1	Party2	Party 3/ Other	More Party 1/2 Names	Corrected/ Remarks	Doc Amount
	2012030100005001	MANHATTAN	1397 69	ENTIRE LOT	3/2/2012 3/14/2012 4:03:22 PM	BOTH RPPT AND RETT	2	OTT, DAVID A	COUTURE, MICHEL		<input checked="" type="checkbox"/>		580,000

Search Options New Transaction Number Search Edit Current Search

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End of Document Date Search Results Enhancement.

1. Document Date is displayed in results window.



NYS TP-584 Overview

Following are changes to the NYS TP-584 eTax form for ACRIS reflecting the 4/13 version of the form:

- A. A new choice in the Grantor & Grantee type of 'Single Member LLC'
- B. New text and EIN/SSN fields to capture single member details when Grantor or Grantee is a 'Single Member LLC'
- C. A new choice 'R' for Condition of Conveyance; the choice for 'Other' becomes letter 'S'
- D. Choice 'L' is removed from Schedule B, Part III
- E. Schedule B Part 1 line 5 – added 'for tax previously paid' after 'Amount of credit claimed.'
- F. New field for the 'SWIS code'

This process card addresses changes A through F above. The detailed steps to start the general Tax Form process and complete eTax forms are not captured in these process card steps as they have not changed.

- A. **The Grantor & Grantee type of 'Single Member LLC'**
- B. **New text and EIN/SSN fields to capture single member details when Grantor or Grantee is a 'Single Member LLC'**
 1. If creating the RPTT first, if applicable select 'Single Member LLC' for the Grantor/Grantee party type.
 2. If 'Single Member LLC' is selected as the party type, complete the Single Member fields: select the Single Member Type (INDIVIDUAL or BUSINESS) and enter the single member name and SSN or EIN (as applicable) of the single member.
 3. The PDF for the RPTT will show "Other" as the party type and will not display the Single Member name and SSN/EIN.
 4. The grantor/grantee information from the NYC RPTT eTax form auto-populates the 'Single Member LLC' to the RETT / NYS TP-584 eTax Grantor/Grantee screen. If not creating the RPTT first, complete the RETT Grantor/Grantee

screens as in #1 and #2 above. The PDF for the TP-584 will show 'Single Member LLC' as the party type and will display the Single Member name and SSN/EIN.

The screenshot shows the 'Form ID: 201305100003301 Real Estate Transfer Tax Return (TP-584)' interface. The 'GRANTOR' tab is active. A dropdown menu for 'GRANTOR IS A(N)' is open, showing options: INDIVIDUAL, CORPORATION, PARTNERSHIP, ESTATE/TRUST, SINGLE MEMBER LLC (highlighted), and OTHER. A box labeled 'A' points to this dropdown. Below the dropdown, there are fields for 'City', 'State' (set to NEW YORK), and 'Zip'. There are also fields for 'Primary Phone #' and 'Business Telephone #'. An 'EIN' field is present with a note 'To see privacy disclaimer, click here.' and an 'Add Name' button. A box labeled 'B' points to the 'EIN' field. Below these fields, there is a section for 'Single member's name if grantor is a single member LLC' with fields for 'SINGLE MEMBER TYPE' (set to INDIVIDUAL), 'LAST', 'FIRST', 'MI', 'SUFFIX', and 'SSN'. A box labeled 'B' points to the 'SSN' field. At the bottom, there is a table with columns: Action, Seq #, Name, Address, City, State, Zip, Telephone #, EIN/SSN, and Country. The table is currently empty. There are 'Cancel', 'Clear', and 'Next' buttons at the bottom of the form.



**ACRIS Re-write
Phase 1 Enhancements**

Office of the City Register

TP-584

Process Card #1 of 1

C. New choice 'R' for Condition of Conveyance. The choice for 'Other' becomes letter 'S'

1. Click the 'Condition of Conveyance' tab
2. The new choice 'R' is the next to last checkbox.



D. Choice 'L' was removed from Schedule B, Part III

1. Click on 'Schedule B' tab.
2. The last choice is now 'K'

E. Schedule B Part 1 line 5 – added 'for tax previously paid' after 'Amount of credit claimed.'

The wording has been revised to indicate that the 'Amount of Credit Claimed' is 'for tax previously paid'

F. New field for the 'SWIS code'

The six digit SWIS code will display on the PDF for each property. Since the City of New York has a single code (650000) the user does not enter the code on the property screen.

End of NYS TP-584 eTax enhancements and changes.

Form ID: 201305020003301
Real Estate Transfer Tax Return (TP-584)

Schedule A | Schedule B | Schedule C | Schedule D | Schedule E | Schedule F | Schedule G

Document being created by TP5841
If you are not TP5841, please [Log out](#)

Completion Checklist:
 Schedule A *
 Schedule B *
 Part I & II *
 Part III *
 Schedule C *
 Schedule D
 Schedule E *
 Schedule F *
 Schedule G *

Fields indicated by an asterisk (*) are required

D

PART III

* Part III - Explanation of Exemption Claimed in Part I, line 1 (check any boxes that apply)

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

a.	Conveyance is to the United Nations, the United States of America, the state of New York or any of their instrumentalities, agencies or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with other state or Canada)	<input type="checkbox"/>
b.	Conveyance is to secure a debt or other obligation	<input checked="" type="checkbox"/>
c.	Conveyance is without additional consideration to confirm, correct, modify or supplement a prior conveyance	<input type="checkbox"/>
d.	Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts	<input type="checkbox"/>
e.	Conveyance is given in connection with a tax sale	<input type="checkbox"/>
f.	Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings). (Complete Schedule F)	<input type="checkbox"/>
g.	Conveyance consists of deed of partition	<input type="checkbox"/>
h.	Conveyance is given pursuant to the federal bankruptcy act	<input type="checkbox"/>
i.	Conveyance consists of the execution of a contract to sell real property without the use or occupancy of such property or the granting of an option to purchase real property without the use or occupancy of such property	<input type="checkbox"/>
j.	Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000, and such property was used solely by the grantor as the grantor's personal residence and consists of 1-, 2-, 3-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment	<input type="checkbox"/>
k.	Conveyance is not a conveyance within the meaning of section 1401(e) of Article 31 of the Tax Law (Attach documents supporting such claim)	<input type="checkbox"/>

Cancel Clear Next