



CB Title Agency of NY, LLC
140 Mountain Avenue – Suite 101
Springfield, NJ 07081
P: 973-921-0990 • F: 973-921-0902
www.cbtitlegroup.com

Date: December 15, 2009
To: All Clients and Friends
From: Cliff Bernstein
Re: Westchester County Clerk Online

**NEW YORK
TITLE ALERT**

Westchester County Clerk Online

As you may be aware, effective January 1, 2010, the Westchester County Clerk will require on-line preparation of cover pages and tax forms for documents submitted to their office for recording in their web-based application, similar to New York City's ACRIS system. The site, <https://prep.westchesterclerk.com/prep/webloginnew.aspx>, is presently operational and documents may now be submitted using the PREP system. However, it is not mandatory until January 1, 2010.

All Tax Forms (RP-5217 forms and TP-584 forms) must be created on the new PREP system. When CB Title submits documents for recording in the Westchester Division of Land Records, we prepare the electronic cover page. When required for the document being submitted for recording, we can also on request prepare the Tax Forms in PREP for an applicable service charge. **However, when Tax Forms are prepared in PREP by a party other than CB Title (the submitting Title Company), the Tax Forms must be "assigned" in PREP to CB Title in advance of closing to enable the cover page to be prepared. Without the Tax Forms being "assigned" in PREP, we will not be able to prepare the cover page and submit related instrument for recording.**

If you are planning to use the PREP system, you will need to set up an account. Visit prep.westchesterclerk.com to create your account. You can contact Rosia Blackwell Lawrence at the Westchester County Clerk at 914-995-3082 if you want to sign up for a PREP training class. If you have any questions about PREP, you can call the PREP Help Line at 914-995-3111.

Please feel free to contact Tracey Miller in our office with any additional questions about your Westchester recordings.

This bulletin is sent courtesy of CB Title Agency of NY, LLC. This article is for informational purposes only and is not intended to provide legal advice, but rather to provide insight into legal developments and issues that may be useful to our clients and friends. In no circumstance is this article intended to be a full treatment of the above subject matter. Reader is advised to obtain additional information as noted.