



State of New York  
Office of Real Property Services

# RP-5217NYC Real Property Transfer Report Instructions

Data Management Unit – (518) 473-7222

The RP-5217NYC Real Property Transfer Report is a form (RPL Article 9, Section 333) used to document the information associated with all real property transfers within New York City. **Effective January 1, 2003, an original RP-5217 form must accompany all deeds and correction deeds upon filing with the City Register or Richmond County Clerk. For deeds submitted on or after June 1, 2009, a filing fee of: (a) \$125 is required for qualifying residential property (primarily 1-, 2- and 3-family homes and residential condominiums) or (b) \$250 is required for all other properties.** Pursuant to Section 8017 of Civil Practice Law and Rules, the state and counties, and agencies and officers thereof are exempt from this fee.

**It is important that the transfer information be complete and accurate. Please type or print clearly!** Any questions relative to the form may be addressed to NYS Office of Real Property Services, Data Management Unit at the number above. Procedural questions regarding the filing of the form should be directed to New York City's ACRIS Help Desk. **Please review and follow the instructions provided below.**

## Section 1: City Use (Items C1-C5)

This section of the form is to be filled out by City personnel.

FOR CITY USE ONLY

C1. County Code  C2. Date Deed Recorded  /  /

C3. Book  OR C4. Page

C5. CRFN



REAL PROPERTY TRANSFER REPORT  
STATE OF NEW YORK  
STATE BOARD OF REAL PROPERTY SERVICES  
**RP - 5217NYC**  
(Rev 11/2002)

## Section 2: Property Information (Items 1-9)

| PROPERTY INFORMATION  |   |   |  |   |  |                                       |  |  |                                      |  |   |
|---|---|---|--|---|--|---------------------------------------|--|--|--------------------------------------|--|---|
| 1. Property Location  | STREET NUMBER   STREET NAME   BOROUGH   ZIP CODE  |   |  |   |  |                                       |  |  |                                      |  |   |
| 2. Buyer Name   | LAST NAME / COMPANY   FIRST NAME  |   |  |   |  |                                       |  |  |                                      |  |   |
| 3. Tax Billing Address  | Indicate where future Tax Bills are to be sent if other than buyer address (at bottom of form)   LAST NAME / COMPANY   FIRST NAME   STREET NUMBER AND STREET NAME   CITY OR TOWN   STATE   ZIP CODE   |   |  |   |  |                                       |  |  |                                      |  |   |
| 4. Indicate the number of Assessment Roll parcels transferred on the deed                           | <input type="text"/> # of Parcels OR <input type="checkbox"/> Part of a Parcel  |   |  |   |  |                                       |  |  |                                      |  |   |
| 5. Deed Property Size   | FRONT FEET <input checked="" type="checkbox"/> DEPTH OR ACRES <input type="checkbox"/>  |   |  |   |  |                                       |  |  |                                      |  |   |
| 8. Seller Name  | LAST NAME / COMPANY   FIRST NAME  |   |  |   |  |                                       |  |  |                                      |  |   |
| 9. Check the box below which most accurately describes the use of the property at the time of sale: | <table border="0"> <tr> <td>A <input type="checkbox"/> One Family Residential</td> <td>C <input type="checkbox"/> Residential Vacant Land</td> <td>E <input type="checkbox"/> Commercial</td> <td>G <input type="checkbox"/> Entertainment / Amusement</td> <td>I <input type="checkbox"/> Industrial</td> </tr> <tr> <td>B <input type="checkbox"/> 2 or 3 Family Residential</td> <td>D <input type="checkbox"/> Non-Residential Vacant Land</td> <td>F <input type="checkbox"/> Apartment</td> <td>H <input type="checkbox"/> Community Service</td> <td>J <input type="checkbox"/> Public Service</td> </tr> </table> | A <input type="checkbox"/> One Family Residential | C <input type="checkbox"/> Residential Vacant Land   | E <input type="checkbox"/> Commercial     | G <input type="checkbox"/> Entertainment / Amusement | I <input type="checkbox"/> Industrial | B <input type="checkbox"/> 2 or 3 Family Residential | D <input type="checkbox"/> Non-Residential Vacant Land | F <input type="checkbox"/> Apartment | H <input type="checkbox"/> Community Service | J <input type="checkbox"/> Public Service |
| A <input type="checkbox"/> One Family Residential   | C <input type="checkbox"/> Residential Vacant Land  | E <input type="checkbox"/> Commercial             | G <input type="checkbox"/> Entertainment / Amusement | I <input type="checkbox"/> Industrial     |  |                                       |  |  |                                      |  |   |
| B <input type="checkbox"/> 2 or 3 Family Residential  | D <input type="checkbox"/> Non-Residential Vacant Land  | F <input type="checkbox"/> Apartment              | H <input type="checkbox"/> Community Service         | J <input type="checkbox"/> Public Service |  |                                       |  |  |                                      |  |   |
| 4A. Planning Board Approval - N/A for NYC   | <input type="checkbox"/>  |   |  |   |  |                                       |  |  |                                      |  |   |
| 4B. Agricultural District Notice - N/A for NYC  | <input type="checkbox"/>  |   |  |   |  |                                       |  |  |                                      |  |   |
| Check the boxes below as they apply:  |   |   |  |   |  |                                       |  |  |                                      |  |   |
| 6. Ownership Type is Condominium  | <input type="checkbox"/>  |   |  |   |  |                                       |  |  |                                      |  |   |
| 7. New Construction on Vacant Land  | <input type="checkbox"/>  |   |  |   |  |                                       |  |  |                                      |  |   |

**1. Property Location** - Enter the actual physical location of property being transferred. This includes street address, borough name and zip code. This may or may not be the mailing address.

**2. Buyer Name (Grantee)** - Enter the name or names of the buyer(s) of the property being transferred. Enter last name or company name first. Attach additional sheet if necessary.

**3. Tax Billing Address** - If future tax bills are to be sent to an address that is different from the buyer address located on the bottom of the form (certification area), enter that address here. If the real property tax billing address is the same as the buyer's address after the sale, no entry is required.

**4. Number of Parcels** - Enter the number of assessment roll parcels transferred on the deed (i.e. 1, 2, 3, etc.). The number of parcels entered in item 4 should equal the number of "Borough-Block-Lot/Roll Identifiers" entered in item 17.

**Part of Parcel** - If part of a parcel is included in the transfer, check the box and include part of parcel in the count for number of parcels.

*Examples:*

2 parcels and part of a 3<sup>rd</sup> parcel sold. The number 3 should be entered for the number of parcels and the part of parcel box should be checked.

Part of 1 parcel sold. The number 1 should be entered for the number of parcels and the part of parcel box should also be checked.

**4A – 4B Planning Board Approval/Agricultural District Notice** - Not applicable for NYC real property transfers.

**5. Deed Property Size** - This refers to the size of the property conveyed in the deed. This reflects only the size of the parcel(s) or part of a parcel being transferred. For multiple parcels, the size represents the combined size. The property size may be found in the text of the deed or on the tax bill. (The tax bill may reflect the size of the whole parcel when only part of a parcel or parcels is being transferred.) When completing this section enter only front feet and depth, or acres, but not both.

**6. Ownership Type is Condominium** - Check this box if the sale is for individual ownership of a condominium unit in a multi-unit structure or property.

**7. New Construction on Vacant Land** - Check this box if the property sold is new construction.

**8. Seller Name (Grantor)** - Enter the name or names of the seller(s) of the property being transferred. Enter the last name or company name first. Attach additional sheet if necessary.

**9. Property Use** - The following define uses for the property at the time of sale or describes the buyer's intended use of the property after the sale. Please check the box that best applies. If multiple uses are included in the transfer, choose the code that represents the primary use.

**A. One Family Residential** - a one family dwelling constructed for year-round occupancy.

**B. 2 or 3 Family Residential** - a two or three dwelling unit within one structure constructed for year-round occupancy.

**C. Residential Vacant Land** - a vacant lot or acreage that is located in a residential area or which is suitable for residential development. This could include waterfront or any rural land available for residential development.

**D. Non-Residential Vacant Land** - any vacant lot or acreage excluding land suitable for residential development, agricultural purposes and forest land. For these uses check boxes C, E, or L respectively.

**E. Commercial** - used for the sale of goods or services, e.g., restaurants, banks, offices, car washes, car repairs, car dealerships, all retail, hotels, warehouses and storage/distribution.

**F. Apartment** - a dwelling unit comprised of one or more rooms designed to provide complete living facilities for a family or individual(s). Examples of this are walk-up, converted, garden, townhouse, high-rise, row and external apartments.

**G. Entertainment/Amusement** - used for the gathering of groups, e.g., theatres, sports stadiums/arenas, auditoriums/studios, marinas, beaches, campgrounds, amusement parks, golf courses, health and fitness centers.

- H. **Community Service** - used for the well being of the community, e.g., hospital, school, cultural center, social organizations and homes for the aged.
- I. **Industrial** - used for the production of goods, e.g., manufacturing and processing, mining/quarrying and wells.
- J. **Public Service** - used to provide public services such as water, gas or electric, waste disposal, communications and telecommunications.

**Section 3: Sale Information (Items 10-14)**

| SALE INFORMATION   |  | 14. Check one or more of these conditions as applicable to transfer:                            |
|--|--|---|
| 10. Sale Contract Date   | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>   | <input type="checkbox"/> A Sale Between Relatives or Former Relatives                           |
| 11. Date of Sale / Transfer                                      | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span>Month</span> <span>Day</span> <span>Year</span> </div>   | <input type="checkbox"/> B Sale Between Related Companies or Partners in Business               |
| 12. Full Sale Price  | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 10%;">\$</span> <span style="width: 10%;"> </span> </div> <p style="font-size: small; margin-top: 5px;">( Full Sale Price is the total amount paid for the property including personal property. This payment may be in the form of cash, other property or goods, or the assumption of mortgages or other obligations.) Please round to the nearest whole dollar amount.</p> | <input type="checkbox"/> C One of the Buyers is also a Seller                                   |
| 13. Indicate the value of personal property included in the sale | <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> <span style="width: 10%;">\$</span> <span style="width: 10%;"> </span> </div>   | <input type="checkbox"/> D Buyer or Seller is Government Agency or Lending Institution          |
|  |  | <input type="checkbox"/> E Deed Type <b>not</b> Warranty or Bargain and Sale (Specify Below)    |
|  |  | <input type="checkbox"/> F Sale of Fractional or Less than Fee Interest ( Specify Below )       |
|  |  | <input type="checkbox"/> G Significant Change in Property Between Taxable Status and Sale Dates |
|  |  | <input type="checkbox"/> H Sale of Business is Included in Sale Price                           |
|  |  | <input type="checkbox"/> I Other Unusual Factors Affecting Sale Price ( Specify Below )         |
|  |  | <input type="checkbox"/> J None   |

**10. Sale Contract Date** - Enter the date that the contract for sale was signed. In case of a verbal contract enter the date that the full sale price was established. This date also represents the date a contract was signed for any land contract sales.

**11. Date of Sale / Transfer** - Enter the date on which the seller conveyed the title of the real property to the buyer. Generally, this will be the date of the closing or, if there is no formal closing, the date within the text of the deed.

**12. Full Sale Price** - enter the total amount paid for the property. This includes money/cash, other property, personal property, goods or any other thing of value; the cancellation of indebtedness or the assumption of an encumbrance, mortgage or other obligations on the real property. Please round to the nearest whole dollar amount. If there is no Full Sale Price for the transfer enter \$0.

Please note that typical components of the Full Sale Price would include:

**Cash Consideration** - include the total amount of cash transferred from the buyer to the seller. This includes any standard purchase money mortgages and second or third mortgages.

**Assumed mortgages and other liens or obligations** - include the principal amount of any existing mortgages, liens, or encumbrances on the property assumed or taken subject to by the buyer and the amount of any other indebtedness or obligation assumed, cancelled or discharged by the buyer as part of the consideration.

**Property received by the seller** - include the fair market value of any other property or thing of value received by the seller as part of the full sale price.

Do NOT include seller concessions in the full sale price (i.e., the buyer and seller have agreed on a price of \$100,000 for the purchase of the property. As part of the agreement, the seller will pay \$4000 of the buyer's closing costs. Therefore, the actual full sale price paid by the buyer (or received by the seller) is \$96,000 (\$100,000 - \$4000).

**13. Personal Property** - Indicate the value of personal property included in the sale - If property other than real estate was included in the transfer and in the Full Sale Price, then enter the amount of such personal property on the line provided. Examples of this would be the furnishings and boat included in the sale of a seasonal home, or a business included in the sale of a commercial property.

**14. Conditions of Sale** - Check one or more of these conditions as applicable to the transfer. Review the conditions listed below and check all that apply to this sale, otherwise check the box labeled " none" . Unusual conditions sometimes affect whether or not the fair market value of the property is reflected in the sale price. Conditions of sale are explained below for use in filling out item 15 in the sale information section of the RP-5217 Real Property Transfer Report.

- A. **Sale Between Relatives or Former Relatives** - Buyer and seller are or were related by blood or marriage.
- B. **Sale Between Related Companies or Partners in Business** - Buyer and seller hold interest in the same business or are controlled by the same person or corporation.
- C. **One of the Buyers is also a Seller** - Any of the buyers is also a seller involved in the property transfer.
- D. **Buyer or Seller is a Government Agency or Lending Institution** - Local, State, or Federal government or a lending institution is a party to the property transfer. Foreclosure sales may fall within this category.
- E. **Deed Type is Not Warranty or Bargain and Sale** (Specify Below) - If the deed conveying the property is other than a Warranty Deed or Bargain and Sale Deed, check this box and indicate the deed type on the lines provided. A foreclosure deed or quitclaim deed would fall into this category.
- F. **Sale of Fractional or Less than Fee Interest** (Specify Below) - An interest in part of a whole property. If less than 100% interest or fee interest (e.g. remainder) is being conveyed check the box and indicate the interest conveyed on the lines provided.
- G. **Significant Change in Property Between Taxable Status and Sale Dates** - If the property has experienced a significant change in inventory, condition, etc., between the taxable status date (January 5 for NYC) and the sale date check the box provided. An example of this would be a fire or an addition to the property.
- H. **Sale of Business is Included in Sale Price** - If the sale price includes the sale of a business the box provided should be checked.
- I. **Other Unusual Factors Affecting Sale Price** (Specify Below) - Check the box and describe on the lines provided any unusual facts or circumstances that relate to the transfer that might affect the market value of the property. Do not include seller concessions in this category.
  - Examples include: a divorce settlement, bankruptcy settlement, sale at auction, estate sale, sale between neighbors or of contiguous property, sale price is above or below market value.
- J. **None** - If none of the above conditions apply please check this box.

**Section 4: Assessment Information (Items 15-17)**

| ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill                         |  |
|--|--|
| 15. Building Class <input style="width: 50px;" type="text"/>   | 16. Total Assessed Value (of all parcels in transfer) <input style="width: 450px;" type="text"/> |
| 17. Borough, Block and Lot / Roll Identifier(s) ( If more than three, attach sheet with additional identifier(s) ) |  |
| <input style="width: 100%; height: 20px;" type="text"/>  |  |

**The "Assessment Information" must be taken from the latest final city assessment roll or latest tax bill at the time of sale. For any information that may not be printed on the tax bill, the office of the City Assessor can be of assistance in obtaining this data. Also, the seller may have this information on his/her latest tax bill.**

**15. Building Class** - Enter the two-digit code (ex. A1, C3, R6) that reflects the building class as it appears on the latest final assessment roll at the time of sale. This code may be different than the use of the property at the time of sale entered in item 9. If multiple uses are included in the transfer, use the code that represents the primary use of the property at the time of sale.

**16. Total Assessed Value** - Enter the total assessed value (before deduction for any exemptions) for all parcels from the latest final assessment roll at the time of sale. If more than one parcel is included in the transfer, it is the total of all the parcels. If only part of a parcel is being transferred, enter the assessed value of the whole assessment roll parcel.

**17. Borough, Block and Lot(s)/ Roll Identifier(s)-** Enter the borough, block and lot or roll identifier(s) for the parcel(s) involved in the transfer. Borough, block and lot or roll identifier uniquely identifies a parcel from all other parcels within the City of New York. The appropriate identifier can be found on the tax bill or assessment roll. This number should be transcribed exactly as it appears. It is very important to include the dots and dashes found in the identifier (i.e., 1-24876-3321).

Note: When the transfer consists of more than one parcel, enter the identifiers for all parcels. Space has been provided for up to 4 identifiers. If more than 4 identifiers are being provided, attach a separate sheet referencing the tax map number(s). The number of identifiers entered in item 17 should equal the "Number of Parcels" entered in item 4.

## Section 5: Certification

| CERTIFICATION  |                                |
|--|--------------------------------|
| I certify that all of the items of information entered on this form are true and correct (to the best of my knowledge and belief) and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the penal law relative to the making and filing of false instruments. |                                |
| <b>BUYER</b>   |                                |
| BUYER SIGNATURE _____  | DATE _____                     |
| STREET NUMBER _____  | STREET NAME (AFTER SALE) _____ |
| CITY OR TOWN _____   | STATE _____ ZIP CODE _____     |
| <b>BUYER'S ATTORNEY</b>  |                                |
| LAST NAME _____  | FIRST NAME _____               |
| AREA CODE _____  | TELEPHONE NUMBER _____         |
| <b>SELLER</b>  |                                |
| SELLER SIGNATURE _____   | DATE _____                     |

***The Law requires the signature of BOTH the buyer and the seller and NOT agents to the transfer.***

### **Exceptions:**

If transfer occurs as a result of eminent domain (condemnation), tax foreclosure or other involuntary proceeding, then the signature of the buyer (condemner, tax district, other party to whom the property is conveyed, or that party's attorney) is only needed

If the buyer or seller is unable to sign the form, the signature of a person who has been granted a "Power of Attorney" is acceptable. A copy should be presented with the RP-5217NYC form at the time the deed is filed.

If multiple buyers and/or sellers are involved in the transfer, only one of each is required to sign. However, all names should appear at the top of the form.

A signature stamp is an acceptable signature from the County for County Tax Sales.

**Buyer** - The buyer must sign, date and enter his/her mailing address (after the sale).

**Seller** - The seller must sign and date this portion of the sale form.

**Buyer's Attorney** - Enter the name and telephone number of the attorney representing the buyer. If the buyer does not have an attorney, enter "NONE".