



## Pilot project introducing an online *Real Property Transfer Report*

We are introducing a new easy-to-prepare and easy-to-process online *Real Property Transfer Report in select counties*. Form RP-5217-PDF is a one-part fill-in form containing a 2D barcode. The completed form may be saved and shared electronically. It will reduce errors and streamline the filing process for all parties involved in a real property transfer. The new online form will eventually replace the four-part *Real Property Transfer Report*, Form RP-5217.

- Initially, the counties of **Cortland, Essex, Orange, Onondaga, and Tompkins** will be participating in the pilot project beginning in July, 2011.

### How it works

- You must first access the new form through a link on the Web and download it to your personal computer.
- Enter the relevant data about the sale. The data will be captured in the barcode that will appear on Form RP-5217-PDF.
- Once completed, Form RP-5217-PDF can be printed, signed, and presented to the participating recording officer, along with the other required documents and fees.

### **Available now in participating pilot counties *only***

- If you try to use the new one-part form in a nonparticipating county, the recording of your documents will be delayed.

### Transition period

There will be a transition period during which participating counties will accept both the old four-part form and the new one-part form. Eventually, the counties will phase out the four-part form, and will only accept forms that are in the one-part 2D barcode format.

Each county clerk's office will post a notice to announce their cut-off date for termination of the four-part Form RP-5217. We expect this will occur within 3 to 6 months of the pilot startup.

For more information on Form RP-5217-PDF, visit [www.orps.state.ny.us](http://www.orps.state.ny.us)