



PREPARATION OF ACRIS E-TAX & WESTCHESTER PREP FORMS

Title No. \_\_\_\_\_  
Closing Date: \_\_\_\_\_

Date of Deed: \_\_\_\_\_  
(if different from the Closing Date)

1. Sellers Full Name(s) \*\* \_\_\_\_\_  
Sellers Forwarding Address \_\_\_\_\_  
SS# \_\_\_\_\_

Property Type

\_\_\_\_ 1 – 3 Family      \_\_\_\_ Individual Condo      \_\_\_\_ Individual Co-Op – Unit # \_\_\_\_  
\_\_\_\_ Apt. Bldg.      \_\_\_\_ Office Bldg.      \_\_\_\_ Industrial      \_\_\_\_ Vacant Land      \_\_\_\_ Other

2. Purchasers Name \*\* \_\_\_\_\_  
SS# \_\_\_\_\_

3. Premises Being Purchased \_\_\_\_\_

4. Tax Block \_\_\_\_\_ Sec \_\_\_\_\_      County: \_\_\_\_ Kings \_\_\_\_ NY \_\_\_\_ Westchester  
Lot \_\_\_\_\_      \_\_\_\_ Queens      \_\_\_\_ Bronx

5. Consideration \_\_\_\_\_

**NOTE: WHERE THE CONSIDERATION FOR THE CONVEYANCE EXCEEDS \$400,000.00 A FULLY EXECUTED COPY OF THE CONTRACT OF SALE MUST ACCOMPANY THE DEED AT THE TIME OF CLOSING.**

6. Date of Contract of Sale \_\_\_\_\_

7. A) Purchasers Attorneys Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

B) Sellers Attorneys Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

8. Is the Seller a non-resident of New York \_\_\_\_yes \_\_\_\_no (If Yes then IT 2663 must be completed)

9. Condition of Conveyance \_\_\_\_\_

**NOTE: THERE WILL BE A CHARGE FOR THE PREPARATION OF THIS DOCUMENT NOTWITHSTANDING WHETHER OR NOT THE DEED IS RECORDED.**

**PLEASE COMPLETE AND FAX DIRECTLY TO**

**CLOSING DEPARTMENT: 516-745-5783 OR  
ACCOMODATION RECORDING: 516-683-0089**

OR EMAIL TO: orders@visionabs.com

**\*\*\*FOR ALL LLC TRANSFER (SEE ATTACHED ADDENDUM)**

**Addendum to Forms TP-584, TP-584-NYC and NYC-RPT pursuant to Section 1409(a) of the New York Tax Law and Section 11-2105 h of the Administrative Code of the City of New York**

\_\_\_\_\_, the  Grantor  Grantee is a limited liability company (the "LLC")

List the names, business addresses, and tax identification number\* (**Required NYC Only**, "TIN" aka Social Security # or EIN) of all members, managers and other authorized persons of the LLC. The term "authorized person" includes any person, whether or not a member, who is authorized by the operating agreement, or otherwise, to act on behalf of the LLC.

NAME	BUSINESS ADDRESS	TIN (Required NYC Only)*
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_____	_____	_____
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If any member of the LLC listed above is itself an LLC or other business entity (the "Member Entity"), enter the names and business addresses of any shareholders, directors, officers, members, managers and/or partners of the Member Entity.

**Continue disclosing each level of ownership until 100% of the ultimate ownership by natural persons is disclosed.**

NAME	BUSINESS ADDRESS
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_____	_____
_____	_____
_____	_____

The term *natural person* means a human being, as opposed to an artificial person, who is the beneficial owner of the real property. A natural person does not include a corporation or partnership, natural person(s) operating a business under a d/b/a (doing business as), an estate (such as the estate of a bankrupt or deceased person), or a trust.

**\*ONLY FOR NYC - 5 BOROUGHES**

USE ADDITIONAL SHEETS IF NECESSARY