



State of New York  
Office of Real Property Services

# RP-5217 Real Property Transfer Report Instructions

Data Management Unit – (518) 473-7222  
ORPS website: [www.orps.state.ny.us](http://www.orps.state.ny.us)

The RP-5217 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 State, except for New York City transfers prior to January 1, 2003. **An original RP-5217 form must accompany all deeds and correction deeds upon filing with the Recording Officer. A filing fee is also required.** 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 imperative that the transfer information be complete and accurate. Please type or print clearly!** Any questions may be addressed to NYS Office of Real Property Services at the phone number above. **Please review and follow the instructions provided below.** Also see the [RP-5217 FAQs](#) and the [RP-5217 Answer/Fact Sheet](#) for more detailed information.

## Section 1: County Use (Items C1-C4)

FOR COUNTY USE ONLY	
C1. SWIS Code	<input type="text"/>
C2. Date Deed Recorded	<input type="text"/> / <input type="text"/> / <input type="text"/> Month Day Year
C3. Book <input type="text"/>	C4. Page <input type="text"/>

***This section of the form is to be filled out ONLY by County personnel.*** Items C1 – C4 are found on the deed *after the deed is recorded*. SWIS Code, Book and Page are used by the New York State Office of Real Property Services as a means for uniquely identifying each property transfer and also for matching state and local files. **If the recording system is being changed to something other than a book/page filing system for documents in the County Clerk's office, please let NYSORPS know promptly by calling (518) 473-9791.**

**C1: SWIS Code (Statewide Information System Code)** - Each County, City, Town-Outside Village (TOV) area and Village in New York State has a six digit SWIS Code associated with it. The SWIS Code is formatted as follows: "CCCTVT" where CC = County Code; CT = City/Town Code; VT = Village/TOV Code.

**C2: Date Deed Recorded** - The date the deed for the transfer was recorded by the County Clerk.

**C3: Book** - The numbered book in which the deed was recorded by the County Clerk. This much match the entry on the deed exactly.

**C4: Page** - The page number of the book in which the sale deed was recorded by the County Clerk. This much match the entry on the deed exactly.



**6. 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.

**7. 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. **Agricultural** - used for production of crops or livestock.
- F. **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.
- G. **Apartments** - 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.
- H. **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.
- I. **Community Service** - used for the well being of the community, e.g., hospital, school, cultural center, social organizations and homes for the aged.
- J. **Industrial** - used for the production of goods, e.g., manufacturing and processing, mining/quarrying and wells.
- K. **Public Service** - used to provide public services such as water, gas or electric, waste disposal, communications and telecommunications.
- L. **Forest** - tracts of forested land.

**8. 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.

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

**10A. Property Located within an Agricultural District** - Check this box if the property sold is located within a designated agricultural district. Information on whether a parcel is located within an agricultural district is available at the office of the County Director of Real Property Tax Services. This designation should not be confused with zoning. Buyers should be aware that the property lies partially or wholly within an agricultural district and that farming activities occur within the district. Farming activities may include but are not limited to activities that cause noise, dust, and odors.

**10B. Buyer received a disclosure notice indicating that the property is in an Agricultural District** - Check this box if the buyer received a disclosure notice indicating that the property is located in an agricultural district.



box provided. An example of this would be a fire or an addition to the property. Taxable status date information is available from the County Director of Real Property Tax Services. For most towns in the state Taxable Status Date is March 1.

- 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, foreclosure, estate sale, transfer to a trust, sale involving charitable religious or educational institutions, 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 16-20)**

ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill	
16. Year of Assessment Roll from which information taken <input style="width: 80%;" type="text"/>	17. Total Assessed Value (of all parcels in transfer) <input style="width: 90%;" type="text"/>
18. Property Class <input style="width: 80%;" type="text"/>	19. School District Name <input style="width: 90%;" type="text"/>
20. Tax Map Identifier(s) / Roll Identifier(s) ( # more than four, attach sheet with additional identifier(s) )	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**The "Assessment Information" must be taken from the latest final city or town assessment roll or latest tax bill at the time of sale. In Nassau County the county roll should be used. For any information that may not be printed on the tax bill, the office of the local Assessor or County Director of Real Property Tax Service can be of assistance in obtaining this data. Also, the seller may have this information on his/her latest tax bill.**

**16. Assessment Roll Year** - Enter the last two numbers of the year from the latest final assessment roll (i.e. the year of the assessment), at the time of sale. The table below provides the entries for all towns in the state for sales occurring during these specified time periods. If the property transferred is within a city, roll year information may be obtained by contacting the office of the local Assessor, County Director of Real Property Tax Services or the New York State Office of Real Property Services Data Management Unit.

Westchester County Towns
Roll year entry is based upon the filing of the final assessment roll. For Westchester county towns the final roll is filed on September 15. Sales between January 1 and September 14 - enter last two digits of prior year Sales between September 15 and December 31 - enter last two digits of current year.
All Other Towns
Roll year entry is based upon the filing of the final assessment roll. For all other towns, the final roll is filed on July 1. Sales between January 1 and June 30 - enter last two digits of prior year Sales between July 1 and December 31 - enter last two digits of current year

**17. 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.

**18. Property Class Code** - Enter the three digit numeric code that reflects the property type 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 7. If multiple uses are included in the transfer, use the code that represents the primary use of the property at the time of sale.

**Ownership Code** - The space following the dash has been provided to describe the type of ownership for parcels as defined below. Enter an A, B, C, D, T or U if they apply. If the property is not held in one of these forms of ownership, leave the last position of this code blank.

**Association:** The parcel is individually owned and, in addition, the owner of the parcel shares ownership with other members of the association in the ownership of common areas (i.e., land, lakefront, docks, pools, tennis courts, etc.). The common areas should also have this code. This code is not used for condominiums.

**A = Association without waterfront.**  
**B = Association with waterfront.**

**Condominium:** The property is held in condominium form of ownership. Typically a unit is individually owned, and an interest is owned in the land and in common improvements. Use this code if a condominium unit is also part of a Homeowners Association.

**C = Condominium without waterfront.**  
**D = Condominium with waterfront.**

**Time Share:** There are multiple owners of the property, each with the right to use a specific unit for a specific time period annually.

**T = Time Share without waterfront.**  
**U = Time Share with waterfront.**

**19. School District Name** - Enter the legal name of the school district in which the property transferred is located. This is not necessarily the popular name by which the local school is known.

**20. Tax Map Identifier(s) / Roll Identifier(s)** - Enter the tax map number(s) or roll identifier(s) for the parcel(s) involved in the transfer. Tax Map ID consists of a unique section, block and lot, which distinguish a parcel from all other parcels in a municipality. A Roll ID consists of a unique number that distinguishes a parcel from all other parcels in a municipality. 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., 087.77-1-22). The 6 digit SWIS code is **not** part of the tax map identifier, therefore do **not** include it.

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 20 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 provision 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>SELLER</b>	
SELLER SIGNATURE _____	DATE _____
<b>BUYER'S ATTORNEY</b>	
LAST NAME _____	FIRST NAME _____
AREA CODE _____	TELEPHONE NUMBER _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">NEW YORK STATE COPY</div>	

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

- 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".