

STATEMENT OF SALE

Date of Closing:
Location of Closing: Bank Attorney's Office
Sellers: John Smith and Jane Smith
Purchasers: Robert Jones and Mary Jones
Property: Sale of 1 HGTV Road, Village of Scotia, Town of Glenville, Schenectady County, New York

Credits to Seller

Sale Price			\$ 172,500.00
Fuel Adjustment	91 gallons x 2.999/gallon		\$ 272.91
Town/County Taxes (adjusted)	$\$857.96/365=\$2.3505/\text{day} \times 189 \text{ days}$		\$ 444.26
School Taxes (adjusted)	$\$2,432.66/365=\$6.6648/\text{day} \times 6 \text{ days}$		\$ 39.99
	Total Amount Due Seller:		\$ 173,257.16
Credits to Purchaser:			
Contract Deposit	applied to realtor commission	\$ 1,725.00	
Village Taxes (adjusted)	$\$2,012.80/365=\$5.5145/\text{day} \times 25 \text{ days}$	\$ 137.86	
Seller's Credits		\$ 2,700.00	
Seller's Expenses		\$ 9,737.22	
	Total Credits to Purchaser:	\$ 14,300.08	
	Balance Due Seller:		\$ 158,957.08

Expenses of Purchaser:		Expenses of Seller:	
Recording Deed	\$ 56.00	Transfer Tax	\$ 690.00
Recording RP-5217	\$ 125.00	Recording Transfer Tax Return TP-584	\$ 5.00
Recording Mortgage		Village of Scotia - final water bill	\$ 67.22
Mortgage Tax		Abstracting & Tax Search	\$ 350.00
Title Insurance		Mortgage Payoff -	N/A
Attorney Fee		Mortgage Payoff Fee -	N/A
		Realtor -	\$ 3,450.00
		Realtor -	\$ 5,175.00
		Attorney Fee -	to be determine
Total:	\$ 181.00	Total:	\$ 9,737.22

CHECKS TO BE ISSUED ON BEHALF OF SELLER:

Schenectady County Clerk - recording fee	\$ 695.00
Village of Scotia - final water bill	\$ 67.22
Title Company - abstract update	\$ 350.00
Seller Realty Company	\$ 3,450.00
Buyer Realty Company	\$ 5,175.00
Seller Attorney - attorney fee	to be determined

BALANCE OF PROCEEDS DUE SELLERS:	
John Smith and Jane Smith	\$ 158,957.08

Recording office time stamp



Combined Real Estate
Transfer Tax Return,
Credit Line Mortgage Certificate, and
Certification of Exemption from the
Payment of Estimated Personal Income Tax

See Form TP-584-1, Instructions for Form TP-584, before completing this form. Print or type.

Schedule A — Information relating to conveyance

Grantor/Transferor <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantor)	Social security number
	Mailing address	Social security number
	City State ZIP code	Federal EIN
	Single member's name if grantor is a single member LLC (see instructions)	
	Single member's name if grantee is a single member LLC (see instructions)	
Grantee/Transferee <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Single member LLC <input type="checkbox"/> Other	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantee)	Social security number
	Mailing address	Social security number
	City State ZIP code	Federal EIN
	Single member's name if grantee is a single member LLC (see instructions)	
	Single member's name if grantee is a single member LLC (see instructions)	

Location and description of property conveyed			
Tax map designation – Section, block & lot (include dots and dashes)	SWS code (six digits)	Street address	City, town, or village County

Type of property conveyed (check applicable box)

1 <input type="checkbox"/> One- to three-family house	5 <input type="checkbox"/> Commercial/Industrial	Date of conveyance <div>month day year</div>	Percentage of real property conveyed which is residential real property _____ % (see instructions)
2 <input type="checkbox"/> Residential cooperative	6 <input type="checkbox"/> Apartment building		
3 <input type="checkbox"/> Residential condominium	7 <input type="checkbox"/> Office building		
4 <input type="checkbox"/> Vacant land	8 <input type="checkbox"/> Other _____		

Condition of conveyance (check all that apply)

- a. ☐ Conveyance of fee interest

b. ☐ Acquisition of a controlling interest (state percentage acquired _____ %)

c. ☐ Transfer of a controlling interest (state percentage transferred _____ %)

d. ☐ Conveyance to cooperative housing corporation

t. ☐ Conveyance which consists of a mere change of identity or form of ownership or organization (attach Form TP-584-1, Schedule F)

g. ☐ Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584-1, Schedule G)

h. ☐ Conveyance of cooperative apartment(s)

i. ☐ Syndication

e. ☐ Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584-1, Schedule E)

k. ☐ Contract assignment

j. ☐ Conveyance of air rights or development rights

f. ☐ Option assignment or surrender

m. ☐ Leasehold assignment or surrender

n. ☐ Leasehold grant

o. ☐ Conveyance of an easement

p. ☐ Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part III)

q. ☐ Conveyance of property partly within and partly outside the state

r. ☐ Conveyance pursuant to divorce or separation

s. ☐ Other (describe) _____

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B, Part I \$ Schedule B, Part II \$		

Schedule B – Real estate transfer tax return (Tax Law, Article 31)

Part I – Computation of tax due

1 Enter amount of consideration for the conveyance (If you are claiming a total exemption from tax, check the exemption claimed box, enter consideration and proceed to Part III) ☐ **Exemption claimed**

2 Continuing lien deduction (see instructions if property is taken subject to mortgage or lien)

3 Taxable consideration (subtract line 2 from line 1)

4 Tax: \$2 for each \$500, or fractional part thereof, of consideration on line 3

5 Amount of credit claimed for tax previously paid (see instructions and attach Form TP-584.1, Schedule G)

6 Total tax due* (subtract line 5 from line 4)

1.	
2.	
3.	
4.	
5.	
6.	

Part II – Computation of additional tax due on the conveyance of residential real property for \$1 million or more

1 Enter amount of consideration for conveyance (from Part I, line 1)

2 Taxable consideration (multiply line 1 by the percentage of the premises which is residential real property, as shown in Schedule A) ...

3 Total additional transfer tax due* (multiply line 2 by 1% (.01))

1.	
2.	
3.	

Part III – Explanation of exemption claimed on Part I, line 1 (check any boxes that apply)

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

a. Conveyance is to the United Nations, the United States of America, the state of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada)..... ☐ a

b. Conveyance is to secure a debt or other obligation..... ☐ b

c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance..... ☐ c

d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts ☐ d

e. Conveyance is given in connection with a tax sale ☐ e

f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F..... ☐ f

g. Conveyance consists of deed of partition..... ☐ g

h. Conveyance is given pursuant to the federal Bankruptcy Act..... ☐ h

i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property..... ☐ i

j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment..... ☐ j

k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, section 1401(e) (attach documents supporting such claim) ☐ k

*The total tax (from Part I, line 6 and Part II, line 3 above) is due within 15 days from the date conveyance. Please make check(s) payable to the county clerk where the recording is to take place. If the recording is to take place in the New York City boroughs of Manhattan, Bronx, Brooklyn, or Queens, make check(s) payable to the **NYC Department of Finance**. If a recording is not required, send this return and your check(s) made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-0045.

Schedule C — Credit Line Mortgage Certificate (Tax Law, Article 11)

Complete the following only if the interest being transferred is a fee simple interest.

I (we) certify that: (check the appropriate box)

- ☐

The real property being sold or transferred is not subject to an outstanding credit line mortgage.
- ☐

The real property being sold or transferred is subject to an outstanding credit line mortgage. However, an exemption from the tax is claimed for the following reason:

☐

The transfer of real property is a transfer of a fee simple interest to a person or persons who held a fee simple interest in the real property (whether as a joint tenant, a tenant in common or otherwise) immediately before the transfer.
- ☐

The transfer of real property is (A) to a person or persons related by blood, marriage or adoption to the original obligor or to one or more of the original obligors or (B) to a person or entity where 50% or more of the beneficial interest in such real property after the transfer is held by the transferor or such related person or persons (as in the case of a transfer to a trustee for the benefit of a minor or the transfer to a trust for the benefit of the transferor).

☐

The transfer of real property is a transfer to a trustee in bankruptcy, a receiver, assignee, or other officer of a court.

☐

The maximum principal amount secured by the credit line mortgage is \$3,000,000 or more, and the real property being sold or transferred is **not** principally improved nor will it be improved by a one- to six-family owner-occupied residence or dwelling.

Please note: for purposes of determining whether the maximum principal amount secured is \$3,000,000 or more as described above, the amounts secured by two or more credit line mortgages may be aggregated under certain circumstances. See TSB-M-96(6)-R for more information regarding these aggregation requirements.

☐

Other (attach detailed explanation).
- ☐

The real property being transferred is presently subject to an outstanding credit line mortgage. However, no tax is due for the following reason:

☐

A certificate of discharge of the credit line mortgage is being offered at the time of recording the deed.

☐

A check has been drawn payable for transmission to the credit line mortgagee or his agent for the balance due, and a satisfaction of such mortgage will be recorded as soon as it is available.
- ☐

The real property being transferred is subject to an outstanding credit line mortgage recorded in _____ (insert liber and page or reel or other identification of the mortgage). The maximum principal amount of debt or obligation secured by the mortgage is _____. No exemption from tax is claimed and the tax of _____ is being paid herewith. (Make check payable to county clerk where deed will be recorded or, if the recording is to take place in New York City but not in Richmond County, make check payable to the NYC Department of Finance.)

Signature (both the grantor(s) and grantee(s) must sign)

The undersigned certify that the above information contained in schedules A, B, and C, including any return, certification, schedule, or attachment, is to the best of his/her knowledge, true and complete, and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the deed or other instrument effecting the conveyance.

Grantor signature	Title	Grantee signature	Title
Grantor signature	Title	Grantee signature	Title

Reminder: Did you complete all of the required information in Schedules A, B, and C? Are you required to complete Schedule D? If you checked e, f, or g in Schedule A, did you complete Form TP-584.1? Have you attached your check(s) made payable to the county clerk where recording will take place or, if the recording is in the New York City boroughs of Manhattan, Bronx, Brooklyn, or Queens, to the NYC Department of Finance? If no recording is required, send your check(s), made payable to the Department of Taxation and Finance, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-0045.

Schedule D - Certification of exemption from the payment of estimated personal income tax (Tax Law, Article 22, section 663)

Complete the following only if a fee simple interest or a cooperative unit is being transferred by an individual or estate or trust.

If the property is being conveyed by a referee pursuant to a foreclosure proceeding, proceed to Part II, and check the second box under *Exemptions for nonresident transferor(s)/seller(s)* and sign at bottom.

Part I - New York State residents

If you are a New York State resident transferor(s)/seller(s) listed in Schedule A of Form TP-584 (or an attachment to Form TP-584), you must sign the certification below. If one or more transferors/sellers of the real property or cooperative unit is a resident of New York State, **each** resident transferor/seller must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all resident transferors/sellers.

Certification of resident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) as signed below was a resident of New York State, and therefore is not required to pay estimated personal income tax under Tax Law, section 663(a) upon the sale or transfer of this real property or cooperative unit.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

Note: A resident of New York State may still be required to pay estimated tax under Tax Law, section 685(c), but not as a condition of recording a deed.

Part II - Nonresidents of New York State

If you are a nonresident of New York State listed as a transferor/seller in Schedule A of Form TP-584 (or an attachment to Form TP-584) but are not required to pay estimated personal income tax because one of the exemptions below applies under Tax Law, section 663(c), check the box of the appropriate exemption below. If any one of the exemptions below applies to the transferor(s)/seller(s), that transferor(s)/seller(s) is not required to pay estimated personal income tax to New York State under Tax Law, section 663. **Each** nonresident transferor/seller who qualifies under one of the exemptions below must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all nonresident transferors/sellers.

If none of these exemption statements apply, you must complete Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, or Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*. For more information, see *Payment of estimated personal income tax*, on page 1 of Form TP-584-1.

Exemption for nonresident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) (grantor) of this real property or cooperative unit was a nonresident of New York State, but is not required to pay estimated personal income tax under Tax Law, section 663 due to one of the following exemptions:

- ☐ The real property or cooperative unit being sold or transferred qualifies in total as the transferor/s/seller's principal residence (within the meaning of Internal Revenue Code, section 121) from _____ Date _____ to _____ Date _____ (see *Instructions*).
- ☐ The transferor/seller is a mortgagor conveying the mortgaged property to a mortgagee in foreclosure, or in lieu of foreclosure with no additional consideration.
- ☐ The transferor or transferee is an agency or authority of the United States of America, an agency or authority of the state of New York, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date



Department of Taxation and Finance

Change in Mailing Address for Certain Real Estate Transfer Tax Forms if Using a Private Delivery Service

TP-39
(1/17)

There has been a change to the address that must be used when submitting certain forms through a private delivery service rather than by U.S. Mail.

Send **Form TP-584**, *Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax*, to:

NYS TAX DEPARTMENT
RETT PROCESSING UNIT
90 COHOES AVE
GREEN ISLAND NY 12183-1515

Send **Form TP-588**, *Cooperative Housing Corporation Information Return*, to:

NYS TAX DEPARTMENT
TDAB – TRANSFER TAX
90 COHOES AVE
GREEN ISLAND NY 12183-1515

See Publication 55, *Designated Private Delivery Services*, for information about establishing the date you filed, and for the address to use for other forms.



Department of Taxation and Finance

Important Notice to Home Buyers

TP-41
(6/16)

If you are buying residential property and you plan to make it your primary residence, you may be entitled to school tax relief through the New York State STAR credit. To receive this credit, you must register with the Tax Department after you have taken title to the property. To register or to get more information, visit our website at www.tax.ny.gov or call 518-457-2036. Do **not** file an application for the STAR "exemption" with your assessor, since new STAR exemptions will no longer be granted. School tax relief is now provided to new applicants through the STAR credit.

C1. SWIS Code

C2. Date Deed Recorded

Month / Day / Year

C3. Book

C4. Page



New York State Department of
Taxation and Finance

Office of Real Property Tax Services
RP- 5217-PDF

Real Property Transfer Report (8/10)

PROPERTY INFORMATION

1. Property Location

* STREET NUMBER

* STREET NAME

CITY OR TOWN

VILLAGE

* ZIP CODE

2. Buyer Name

* LAST NAME/COMPANY

FIRST 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 NAME

CITY OR TOWN

STATE

ZIP CODE

4. Indicate the number of Assessment Roll parcels transferred on the deed

of Parcels

OR

Part of a Parcel

(Only if Part of a Parcel) Check as they apply:
4A. Planning Board with Subdivision Authority Exists

☐

5. Deed Property Size

* FRONT FEET

X

* DEPTH

OR

0.00

*ACRES

4B. Subdivision Approval was Required for Transfer

☐

4C. Parcel Approved for Subdivision with Map Provided

☐

6. Seller Name

* LAST NAME/COMPANY

FIRST NAME

LAST NAME/COMPANY

FIRST NAME

7. Select the description which most accurately describes the use of the property at the time of sale:

- Check the boxes below as they apply:
8. Ownership Type is Condominium ☐
9. New Construction on a Vacant Land ☐
- 10A. Property Located within an Agricultural District ☐
- 10B. Buyer received a disclosure notice indicating that the property is in an Agricultural District ☐

15. Check one or more of these conditions as applicable to transfer:

- A. Sale Between Relatives or Former Relatives ☐
- B. Sale between Related Companies or Partners in Business. ☐
- C. One of the Buyers is also a Seller ☐
- D. Buyer or Seller is Government Agency or Lending Institution ☐
- E. Deed Type not Warranty or Bargain and Sale (Specify Below) ☐
- F. Sale of Fractional or Less than Fee Interest (Specify Below) ☐
- G. Significant Change in Property Between Taxable Status and Sale Dates ☐
- H. Sale of Business is Included in Sale Price ☐
- I. Other Unusual Factors Affecting Sale Price (Specify Below) ☐
- J. None ☐

Comments(s) on Condition:

*13. Full Sale Price .00
(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.

14. Indicate the value of personal property included in the sale .00

ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill

16. Year of Assessment Roll from which information taken(Y) _____

*17. Total Assessed Value _____

*18. Property Class _____

*19. School District Name _____

*20. Tax Map Identifier(s)/Roll Identifier(s) (if more than four, attach sheet with additional Identifier(s)) _____

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 subject me to the provisions of the penal law relative to the making and filing of false instruments.

SELLER SIGNATURE

SELLER SIGNATURE

DATE

BUYER SIGNATURE

BUYER SIGNATURE

DATE

BUYER CONTACT INFORMATION

(Enter information for the buyer. Note: If buyer is LLC, society, association, corporation, joint stock company, estate or entity that is not an individual agent or fiduciary, then a name and contact information of an individual/responsible party who can answer questions regarding the transfer must be entered. Type or print clearly.)

* LAST NAME

FIRST NAME

*AREA CODE

*TELEPHONE NUMBER (EX. 9999999)

* STREET NUMBER

* STREET NAME

CITY OR TOWN

BUYER'S ATTORNEY

*STATE

*ZIP CODE

LAST NAME

FIRST NAME

AREA CODE

TELEPHONE NUMBER (EX. 9999999)

CIOFFI • SLEZAK • WILDGRUBE P.C.
ATTORNEYS AND COUNCELORS AT LAW

1473 Erie Blvd, First Floor
Schenectady, New York 12305
Phone (518) 377-6700
Fax (518) 377-6110

PURCHASER'S CHECKLIST

WHAT TO DO:	WHEN TO DO:
<input type="checkbox"/> Complete mortgage application.	As soon as possible.
<input type="checkbox"/> Provide results of any inspections.	As soon as possible.
<input type="checkbox"/> Advise any date restrictions and travel/move arrangements being made prior to confirmation of closing date (not necessarily the date in the contract).	As soon as possible.
<input type="checkbox"/> Provide copy of mortgage commitment and any conditional commitment notices, if applicable.	As soon as possible.
<input type="checkbox"/> If the property has oil or propane service, determine if you will continue with same provider as seller, or use another company.	At least one week prior to closing.
<input type="checkbox"/> Provide copy of your homeowner's liability insurance binder.	At least one week prior to closing.
<input type="checkbox"/> Establish a National Grid Account for electric (and gas, if applicable) services.	Based on recent experiences, the purchaser must contact National Grid before the seller to avoid services being turned off, so we recommend that the purchaser contact National Grid directly at least 5 business days prior to closing. Failure for purchaser to contact National Grid first can result in no utility services for up to 4-7 business days once an account is established.
<input type="checkbox"/> Provide proof of one year's homeowner's insurance payment.	At least 2 days prior to closing.
<input type="checkbox"/> Confirm your movers.	When our office, seller's attorney and lender's attorney confirm the date and time of closing.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

CIOFFI • SLEZAK • WILDGRUBE P.C.
ATTORNEYS AND COUNCELORS AT LAW

1473 Erie Blvd, First Floor
Schenectady, New York 12305
Phone (518) 377-6700
Fax (518) 377-6110

SELLER'S CHECKLIST

WHAT TO DO:	WHEN TO DO:
<input type="checkbox"/> Provide copy of deed, recent tax bills and any available abstract of title, owner's title insurance policy and survey	As soon as possible.
<input type="checkbox"/> Provide copy of mortgage and/or line of credit account information – including Social Security numbers of all owners	As soon as possible.
<input type="checkbox"/> Advise any date restrictions and travel/move arrangements being made prior to confirmation of closing date (not necessarily the date in the contract)	As applicable.
<input type="checkbox"/> Cancel private lawn/yard services, maintenance services and/or trash removal.	When no longer necessary, but by date of closing.
<input type="checkbox"/> Obtain a water meter and/or fuel tank reading, if applicable.	When property is vacated, or upon scheduling of closing.
<input type="checkbox"/> Cancel your homeowner's liability insurance policy.	After the closing.
<input type="checkbox"/> Cancel fuel – oil/propane – services.	The company information should be provided to the realtor at least one week prior to closing to allow purchaser to transfer the account or establish a new one with another company.
<input type="checkbox"/> Cancel National Grid – electric and/or gas – services.	Based on recent experiences, the purchaser must contact National Grid before the seller to avoid services being turned off, so we recommend that the seller wait until the date of closing to cancel services <u>unless</u> you are advised that the purchaser has already contacted National Grid <i>and</i> National Grid confirms receipt of purchaser's information.
<input type="checkbox"/> Request mortgage payoff statement(s), if applicable.	Check with your lender as soon as possible about their procedure – is written request required, how much notice is necessary, can the statement be sent directly to us, etc.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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TITLE
CLOSING CHECK-OFF SHEET

_____	Deed - compare with Schedule A description
_____	Mortgage
_____	TP-584
_____	RP-5217
_____	Water/Sewer Affidavit
_____	Title Affidavit
_____	Mortgage Payoff
_____	Mortgage Payoff
_____	Water Adjustment
_____	201_ Property Tax - proof of payment
_____	201_/201_ School Tax - proof of payment
_____	Other _____
_____	Other _____
_____	Other _____
_____	Other _____

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STEWART TITLE
CLOSING FEES

Deed	_____
Mortgage	_____
Lender Mortgage Tax	_____
Borrower Mortgage Tax	_____
RP-5217	_____
TP-584	_____
Transfer Tax	_____
Mortgage Payoff	_____
Discharge of Mortgage	_____
Mortgagee Title Insurance	_____
Owner Title Insurance	_____
Market Value Rider	_____
Other _____	_____
Other _____	_____
Other _____	_____