

III. GUIDE CHECKLIST FOR DOCUMENT RECORDING

Sample

The following checklist addresses common problems found in documents submitted to the City Register for recording. It is not intended as a comprehensive primer on recording requirements, and does not set forth every legal requirement or situation for recording.

I. GENERAL REQUIREMENTS FOR RECORDING ANY DOCUMENT

The following general requirements must be met in order to record any document:

- A. The document must be dated.
- B. The name and address of parties to documents must be in the caption.
- C. Documents must be signed.
 1. A facsimile signature is acceptable.
 2. Names in the caption must coincide with the signatures on the documents.
 3. Where applicable, recording data for power of attorney should be noted below the signature
 - a. Power-of-attorney document should be recorded in the county where the property is located prior to or simultaneous with the document to be recorded.
- D. Documents must be acknowledged or proved and notarized in accordance with Article 9 of the Real Property Law.
 1. The Acknowledgment must be complete.
 - a. Venue must be completed.