

**WESTCHESTER PREP REQUEST**

**COMPLETE and EMAIL to [nymetrorecordings@stewart.com](mailto:nymetrorecordings@stewart.com)**

**IMPORTANT:** A copy of the deed, lease, or other transfer document must be submitted with this form. Each transfer document must have its own set of PREP forms, therefore, please fill out a PREP request for each document requiring transfer docs. The Cities of Peekskill, Yonkers and Mount Vernon have an additional tax form to be completed that is not part of the PREP system.

**Title Number:** \_\_\_\_\_ **If uninsured transaction, are we recording?**  Yes  No  
**Requested By:** \_\_\_\_\_ **Request Date:** \_\_\_\_\_  
**Send via: email to** \_\_\_\_\_ **fax to** \_\_\_\_\_ **with closing package**

<b>Seller Attorney</b>	Name: Address: Tele.: _____ Email: _____ Fax: _____
<b>Seller</b>	Name: Address: SSN/EIN:
<b>Seller</b>	Name: Address: SSN/EIN:
<b>Purchaser Attorney</b>	Name: Address: Tele.: _____ Email: _____ Fax: _____
<b>Purchaser</b>	Name: Address: SSN/EIN:
<b>Purchaser</b>	Name: Address: SSN/EIN:
<i>Note: If any party is a single member LLC, include single member's name and SSN/EIN for TP-584.</i>	
<b>Property Address</b>	
<b>Tax Map Designation</b>	Section _____ Block _____ Lot(s) _____
<b>City/Town/Village</b>	
<b>School District</b>	
<b>Property Type/Class Code</b>	Lot size: _____ Assessed value: _____
<i>Note: If courtesy recording, please provide copy of current tax bill so we may complete RP-5217.</i>	
<b>Consideration</b>	\$ _____ *Is Purchaser paying transfer tax? <input type="checkbox"/> Yes <input type="checkbox"/> No *Is exemption being claimed? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*If yes, detail below.</i>
<b>Date of Conveyance</b>	
<b>Condition of Transfer</b>	<i>(per page 1 of TP-584)</i>
<b>Contract Date</b>	
<b>Special Instructions</b>	