



New York Underwriting Bulletin

From: Michael Kelly, New York State Counsel
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Name: Revised Form RP-5217 "Equalization Form"

The New York State Department of Taxation and Finance has revised the RP-5217 Equalization Form, to be used in most, but not all, of the counties.

The new form is a one-part downloadable bar coded form and can be accessed from the Department's website, as well as instructions and a list of those counties requiring it, at:

<http://www.tax.ny.gov/research/property/assess/rp5217/index.htm>

The Form must be created on your computer using the address above in order for the bar code to be generated. The bar code is used to capture all information entered and saved on the form. This bar coded RP-5217 Form is not intended for use as a handwritten or typewritten document and will not be accepted with a deed by the County Clerk as such. Only forms created on your computer with the data entry therein are acceptable. The County Clerk's Office will not accept a handwritten form or any hand written changes.

Although initial information indicated that the old carbonized 4 part forms would not be accepted after January 31, 2014, we have heard reports that some county clerks would continue to accept the old carbonized form until their supply of the old forms runs out.

Some County Clerks on the list may continue to accept the old form for a time. You must contact the County Clerk in the county where you are recording to determine whether he or she will continue to accept the old form after January 31

All other New York underwriting memos and affidavits may be accessed at the New York section of our Underwriting Library.

<http://wfgunderwriting.com/new-york/>

Please contact underwriting counsel with any questions.