



**ST. LAWRENCE COUNTY
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse
Canton, New York 13617-1198
Telephone (315) 379-2237 Fax (315) 379-2302

Sandra W. Santamoor
St. Lawrence County Clerk
Melissa Friedel
St. Lawrence Deputy County Clerk

Deed Information Sheet

The following documents are required when submitting a deed for recording:

1. Deed (Required for all Deeds)
 - a. These forms can be attained through small business supply stores or by contacting an attorney's office.
 - b. Document must be legible and at least size 10 font.
 - c. This document must be dated.
 - d. Signatures must be original.
 - e. Addresses for all parties must be listed on the first page.
 - f. Grantor(s) must sign before a notary. Notarial acknowledgement must be complete and meet NYS guidelines for recording. Notary stamp must be legible, contain location of commission and expiration date.
 - g. Record & Return to must be on the document. Also, include a self-addressed stamped envelope so that we may return the original document.

2. TP-584 (Required for all Deeds)
 - a. This document can be found through our website <https://www.stlawco.org> or at http://www.tax.ny.gov/forms/real_prop_tran_cur_forms.htm.

3. RP-5217 (Required for all Deeds)
 - a. This document must be completed electronically and printed on legal size paper. It can be found through our website <https://www.stlawco.org> or at <http://www.tax.ny.gov/research/property/assess/rp5217/index.htm>.

4. IT-2663 (Required if the Grantor is a Non-NYS Resident).
 - a. This document can be found through our website <https://www.stlawco.org> or at http://www.tax.ny.gov/forms/real_prop_tran_cur_forms.htm

Fees:

Base Fee \$45.00
Per Page Fee \$5.00
TP-584 \$5.00
RP-5217 \$125.00 (Residential/Agricultural) or \$250.00 (Commercial/Vacant Land)
IT-2663 No Fee
Transfer Tax \$4.00 per \$1000.00 Taxable Consideration

****NOTICE****

Please note that it is the responsibility of the St. Lawrence County Clerk's Office to check for completeness and not for accuracy. To ensure that everything that you are submitting is legal and accurate we recommend that you seek the advice an attorney.