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Municipal and Tax Reporting Division • Real-Time Access Division • AIS Support

DATE: 06/01/2008

RE: NEW ACRIS RECORDING REGULATIONS:
Postage and Mailing Procedures

Effective 06/01/08 the New York City Department of Finance (the City Register's Office) has implemented new regulations regarding the returning of recorded documents.

In order for us to comply with their regulations, we ask for your cooperation to ensure the proper handling of your documents. Below we have outlined the suggested options and recommendations:

- Please provide an **appropriate sized self addressed stamped envelope** that would accommodate all of the documents submitted when recorded. This envelope is to be used by the City to return the recorded documents to the addressee.
- Only one envelope is to be submitted per transaction. A transaction is defined by a single ACRIS transaction number which may represent several documents. We recommend that you put your title number and description of documents on the front of the envelope for easy identification.
- Recorded documents will be returned to the addressee on the envelope that is provided, regardless of the presenter or record & return information provided.
- The City Register has requested that you limit the number of documents for a transaction. For example, if you are submitting a transaction which consists of 1 Deed, 2 Mortgages, 2 Assignments, 2 Satisfactions, 1 Subordination, 1 CEMA and 3 UCC's, this transaction is considered one transaction consisting of 12 documents. By splitting this transaction into 4 separate transactions consisting of 3 documents each, you will safeguard against delays and the possibility of documents getting misplaced. **Remember if even 1 document in the example of the 12 document transaction above is rejected, none of the documents in the entire transaction will be recorded until the rejected document is corrected and resubmitted.**
- In the absence of the required envelope, AIS / Richmond Examiners will pick up recorded documents and return them to you via Fedex with a service fee of \$10.00 per title number. The service fee includes processing and shipping costs and will take effect on **Monday 08/18/2008**.
- This will affect documents in the following counties: Bronx, Kings, Manhattan, and Queens.
- The City Register will continue to return rejected documents as they currently do. We ask all of our clients to please include our name in the presenter section. Including your name will allow us to track your documents in the event they are rejected and need corrections.
- Please use this example as your guide:

1. Your company name – ← [First Line]
"Richmond Examiners w p/u" ← [Second Line]

We at AIS / Richmond Examiners continue to strive to keep the needs of our clients first. If there are any questions regarding this memo, please contact the recording department at 516-918-4600.

Thank You,
AIS / Richmond Examiners