

Westchester County New York

115 Dr. Martin Luther King, Jr. Blvd
White Plains, NY 10601

📞 (914) 995-3094

🕒 Mon–Fri • 8:00 a.m. – 5:00 p.m. ET

@ cc-land@westchestergov.com

WEBSITE RESOURCES

[Westchester County Website](#)

[Westchester County Holidays](#)

[Westchester County Fee Schedule](#)

[Westchester PREP System](#)

1. Assignment With No Fee

Enter your document in the PREP System and flag it as **No Fee**. When preparing the document in ePrepare, you will be asked to index the PREP Control Number. This enables us to retrieve applicable forms from PREP and include them with your submission.

2. Deeds

Municipality taxes must be prepaid prior to document submission. For more information about preparing deeds for submission, see our online guide [Westchester Deed Requirements](#).

3. Form IT-2663 (Nonresident Real Property Estimated Income Tax Payment form)

You may eRecord any document accompanied by **Form IT-2663**, but only if no money is due or it has been prepaid. To see the policy for all New York counties, see our online guide [NY Deeds Accompanied by Form IT-2663](#).

4. Mortgages

If your mortgage does not have a chain of title, enter **N/A** for the document instrument number. Also, all mortgages recited in a document must be entered as cross-references.

5. PO Boxes

The county requires physical street addresses for parties recited on all instruments.

6. PREP (Property Records Electronic Portal)

- For help with the Westchester PREP System, call (914) 995-3111 or email cc-land@westchestergov.com.
- When preparing documents for submission, ePrepare prompts for PREP Control Numbers for the following document-types:
 - ✓ Assignment With No Fee
 - ✓ Correction Deed
 - ✓ Deed
 - ✓ Deed Agreement
 - ✓ Sheriff's Deed

This allows us to retrieve the **RP-5217** and **TP-584** tax forms and include them with your submission. Do not use PREP to prepare tax forms for other document-types, or the county may reject your submission due to missing tax forms. For more information, see our online guide [Westchester Deed Requirements](#).

We're ready to talk.

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7. Refunds

- **Form MT-15.1** applies for **Mortgage Recording Tax** refunds.
- **Form TP-592.2** applies for **Real Estate Transfer Tax** refunds.

8. RP-5217 (Real Property Transfer Report)

- The **latest form** is bar-coded and legal-size (8.5 × 14 in). Complete it onscreen and do not resize it.
- High PDF compression settings may render the barcode unreadable. If this happens, rescan the form and save it as a TIF image instead.
- If ePrepare displays an error when you upload the **RP-5217** form, simply re-save the form as a TIF image and then upload that version instead. Saving the PDF form as a TIF image *flattens* the form, removing editing capabilities.

9. State Forms

Use only current versions of **state-approved forms**.

10. UCC

The county requests that non-UCC documents be sent in a separate package.

11. UCC3

These filings require valid Liber and Page numbers. Visit the county's **website** and use the Control/Instrument Number to verify the associated Liber and Page numbers.