



BENCHMARK TITLE AGENCY, LLC

Proud to be a certified NYS, NYC and Westchester WBE
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TRANSFER DOCUMENT REQUEST FORM (Outside NYC)

****For NYC properties, please contact Recordings@BenchmarkTA.com for the ACRIS Request Form****

TITLE NUMBER:

DATE:

NAME OF SUBMITTER:

1. PROPERTY ADDRESS	
2. SALE PRICE	
3. SECTION, BLOCK, LOT	
4. LOT SIZE	
5. ASSESSED VALUE	
6. SCHOOL DISTRICT	
7. PROPERTY CLASS	
8. TOWN/VILLAGE	
9. GRANTORS NAME/NAMES	
10. GRANTORS ADDRESS	
11. GRANTORS SS #	
12. GRANTEES NAME/NAMES	
13. GRANTEES ADDRESS	
14. GRANTEES SS #	
15. CONTRACT DATE	
18. DATE OF TRANSFER	
19. COMMENTS	

Please email completed forms to: Recordings@BenchmarkTA.com

**The charge for this service is \$185.00 per set*

Please ensure this form is filling out correctly and in its entirety. If more than 3 changes are requested to the transfer tax documents, an additional charge of \$50.00 per request will be applied.