

ACRIS E-TAX ORDER FORM



Note: Richmond Corporate Service Group LLC ("RCSG") charges Applicant a \$150 service fee for the preparation of ACRIS E-Tax documents for standard arm's-length transfers, as well as most other conveyance types. RCSG reserves the right to charge more than \$150 for certain complex transactions. In such an event, you will be advised of said charges prior to our performing any work.

Did You Know? RCSG can file your E-Tax Forms with NYC Dept. of Finance (\$125 charge)

Ordered By (<i>Applicant</i>):		Date Ordered:		<i>The Following is Required for All ACRIS E-Tax</i>			
Firm Name:		*NYC ID:					
Address:		*ACRIS Profile:					
Phone: Fax: Email:							
Consideration: \$		Contract Pages: (<i>required if consideration is over \$400,000</i>)		Sale Contract Date: Transfer Date:			
Property Address: (<i>or enter Block/Lot below</i>)							
County: Block:			Lot:				
Property Type:		Coop	Condo	1-Family <input type="checkbox"/>	2-Family <input type="checkbox"/>	3-Family <input type="checkbox"/>	Commercial / Other (<i>Please specify</i>)
<input type="checkbox"/> HPD Affidavit in Lieu of Registration Form Required							
Name and Telephone Number of Party Signing HPD (<i>grantor/grantee</i>)							
Grantor 1 Name:			Grantor 1 SSN/EIN:				
Grantor 2 Name:			Grantor 2 SSN/EIN:				
Grantor Single Member LLC Name*: (<i>when applicable</i>)			Grantor Single Member LLC SSN/EIN*:				
Grantor's Address:							
Grantee 1 Name:			Grantee 1 SSN/EIN:				
Grantee 2 Name:			Grantee 2 SSN/EIN:				
Grantee Single Member LLC Name*: (<i>when applicable</i>)			Grantee Single Member LLC SSN/EIN*:				
Grantee's Address:							
Same as Applicant			Same as Applicant				
Grantor's Attorney*: (<i>when applicable</i>)			Grantee's Attorney*: (<i>when applicable</i>)				
Firm Name:			Firm Name:				
Address:			Address:				
Phone:			Phone:				

Please list any special conditions (non-arm's length) that apply to this transfer:

RICHMOND CORPORATE SERVICE GROUP LLC ("RCSG") DOES NOT PROVIDE ANY LEGAL OR TAX ADVICE IN THE PREPARATION OF ACRIS E TAX TRANSFER FORMS, BUT RATHER ACTS SOLELY IN AN ADMINISTRATIVE CAPACITY BASED UPON THE INFORMATION PROVIDED BY THE APPLICANT. ACCORDINGLY, RCSG SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THESE FORMS ARE IMPORTANT LEGAL DOCUMENTS AND SHOULD BE EXAMINED BY ATTORNEY PRIOR TO SIGNING. IN NO EVENT SHALL RCSG'S LIABILITY EXCEED THE AMOUNT OF THE PAYMENT RECEIVED BY IT FOR THE SERVICES PERFORMED HEREUNDER.

Please Fax Completed Form To: 718.889.1652 or Email To: bac@richmondcsbg.com