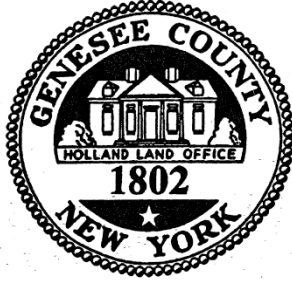


# Genesee County Treasurer's Office

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Kevin J. Andrews  
Deputy Treasurer  
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COUNTY BUILDING 1  
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Treasurer's Office Phone: [585] 815-7803  
Real Property Phone: [585] 815-7808  
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## Memo

To: Michael Cianfrini, County Clerk  
From: Kevin J. Andrews, Director of RPTS  
Date: January 5, 2023  
Re: RP-5217 Filing Requirements

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Please note that effective immediately the Real Property division of the Treasurer's Office requires that the following conditions be met in regards to the filing of RP-5217's:

- All required fields must be filled out by the filer of the form including the following items at a minimum:
  - #1 – Property Location
  - #2 – Buyer Name(s)
  - #4 – Number of Parcels
  - #5 – Deed Property Size
  - #6 – Seller Name(s)
  - #7 – Property use at time of sale
  - #11 – Sale Contract Date
  - #12 – Date of Sale / Transfer
  - #13 – Full Sale Price
  - #15 – Conditions of Sale (at least one must be checked)
  - #16 – Assessment Roll Year (from current final assessment roll)
  - #17 – Total Assessed Value (from current final assessment roll)
  - #18 – Property Class (from current final assessment roll)
  - #19 – School District
  - #20 – Tax Map Identifier(s) (must list all parcels being sold from current final roll)
  - Seller Signature
  - Buyer Signature
  - Buyer Contact Information
- The top portion must be completed by the County Clerk's Office including:
  - C1 – SWIS Code
  - C2 – Date Deed Recorded
  - C3 – Book
  - C4 – Page

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- Filers must use the State's official barcoded form. Data must be entered into the PDF form to populate the barcode on the form. No handwritten or typewriter entered forms will be accepted. A minimal number of handwritten items is acceptable for items that are not known for certain until the date of closing, such as the date of sale / transfer, but in no event should more than three items be handwritten on the form, excluding the Clerk's section of the form (C1 – C4) which may all be handwritten.
- Forms must be printed on 8½ x 14 (legal) sized paper if being filed by paper. If being filed electronically, forms provided by the County Clerk's Office must also be on 8½ x 14 sized paper.
- Only one single form will be accepted except for cases where a buyer and seller are separately signing identical forms.
- An additional sheet may be included to list parcel numbers if more than four parcels are being transferred.
- An additional sheet may be included to list additional grantors or grantees if there are more than two grantors or more than two grantees.
- Forms will not be accepted which include Social Security Numbers.