



**Jefferson County Clerk's Office**  
175 Arsenal Street  
Watertown, NY 13601

**Gizelle J. Meeks**  
County Clerk/RMO  
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Deputy County Clerk  
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## Deed Information Sheet

**The following documents are required when submitting a deed for recording:**

1. Deed (Required for all Deeds)
  - a. These forms can be attained through small business supply stores or by contacting an attorney's office.
  - b. Document must be legible and at least size 10 font.
  - c. This document must be dated.
  - d. Signatures must be original.
  - e. Addresses for all parties must be listed on the first page.
  - f. Grantor(s) must sign before a notary. Notarial acknowledgement must be complete and meet NYS guidelines for recording. Notary stamp contain location of commission and expiration date.
  - g. Record & Return to must be on the document. Please also include a self-addressed stamped envelope or an additional \$1.00 for postage so that we may return the original document.
2. TP-584 (Required for all Deeds)
  - a. This document can be found through our website <http://co.jefferson.ny.us> or at [http://www.tax.ny.gov/forms/real\\_prop\\_tran\\_cur\\_forms.htm](http://www.tax.ny.gov/forms/real_prop_tran_cur_forms.htm).
3. RP-5217 (Required for all Deeds)
  - a. This document must be completed electronically and printed on legal size paper. It can be found through our website <http://co.jefferson.ny.us> or at <http://www.tax.ny.gov/research/property/assess/rp5217/index.htm>.
4. IT-2663 (Required if the Grantor is a Non-NYS Resident.)
  - a. This document can be found through our website <http://co.jefferson.ny.us> or at [http://www.tax.ny.gov/forms/real\\_prop\\_tran\\_cur\\_forms.htm](http://www.tax.ny.gov/forms/real_prop_tran_cur_forms.htm).

## Fees:

Base Fee	\$45.00
Per Page Fee	\$5.00
TP-584	\$5.00
RP-5217	\$125.00 (Residential/Agricultural) or \$250.00 (Commercial/Vacant Land)
Notice of Transfer*	\$10.00
IT-2663	No Fee
Transfer Tax	\$4.00 per \$1000.00 Taxable Consideration

*\*Applies to Residential/Agricultural sales ONLY.*

See our Payment for Services Policy for acceptable forms of payment.

## **\*\*NOTICE\*\***

Please note that it is the responsibility of the Jefferson County Clerk's office to check for completeness and not for accuracy. To ensure that everything that you are submitting is legal and accurate we recommend that you seek the advice an attorney.