

ACRIS E-Forms are required for all conveyances (including co-ops) within the counties of Bronx, New York, Kings and Queens. Please complete the information below and email or fax to Judicial Research no sooner than 3 days prior to the date of closing. **For co-operative transfers only**, Judicial will create a cover page at no additional cost. Please contact our office for the creation of the cover page on or after the closing date.

Please fill in **all** the data requested below and **be sure all names are spelled correctly and printed clearly**.

***An invoice for \$150 will be created and forwarded with the E-Forms, please remit payment with the invoice. For your convenience, we also accept Visa, Master Card, American Express and Discover Card.**

From: _____ **To: Judicial Research Recording Department**
Fax #: _____ **Email:** _____ **Fax:** _____
E-Mail: _____ **JR# (If applicable):** _____

Borough: _____ **Block:** _____ **Lot:** _____
Property Address: _____
Property Type: _____
Name and Address of Co-op (If applicable): _____

Total Consideration: _____ **Date of Conveyance:** _____
Contract of Sale Date: _____ **Condition of Transfer:** _____
(ie: Fee interest, foreclosure, family

transfer, etc.)

Seller's Name(s) **Address(es) (after closing):** **Social Security Numbers(s):**

Buyer's Name(s) **Address(es) (after closing):** **Social Security Numbers(s):**

