

**New York City Department of Finance  
Office of the City Register**

**INTAKE/RECORD CHECKLIST**

We are not able to accept your documents at this time because of the following problems or omissions:

1. The following required page(s) are missing or unsuitable for scanning (*CHECK ALL THAT APPLY*)

<b>MISSING</b>	<b>CANNOT BE SCANNED</b>	<b>DOCUMENT</b>
		Recording and Endorsement Cover Page
		Real Property Tax (RPT) Supporting Cover Page
		TP584 Supporting Cover Page
		Affidavit(s) Cover Page
		Tax Cover Page

2. The following document(s) are illegible and/or unsuitable for scanning and must be replaced:

Last two digits of TID #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. The following document(s) are not signed:

\_\_\_\_\_ Real Property Tax (RPT)

\_\_\_\_\_ TP 584

\_\_\_\_\_ Document (not signed AND/OR name not printed under signature)

**Notarization**

4. \_\_\_\_\_ The acknowledgement is not notarized or the notary stamp does not appear under the signature.

5. \_\_\_\_\_ The notary's signature appears to be a copy. An original signature is required.

**Document Changes**

6. \_\_\_\_\_ The alterations in the document must have written next to correction, "so in original."

7. \_\_\_\_\_ Changes and/or cross-offs have not been initialed.