
ACRIS COOP Sale Prices

This quick manual will demonstrate how to locate sales prices for COOPs on the ACRIS system. This information is accessible by performing a search by Parcel Identifier (Borough, Block, Lot). The prices are located in the Document Amount Field.



ACRIS - Searching for COOP Sale Prices



Navigate to the ACRIS Main Options screen.

Select the **Search Property Records** option.

Click the mouse button.

Select Search Property Records

Search Property Records

Find Addresses and Parcels

Create Tax Forms / Create Cover Pages

Calculate Taxes

Subscription Data Services

New York City Department of Finance
Office of the City Register

Automated City Register Information System

MAIN OPTIONS **HELP**

[Click help for additional instructions]
Selecting a help option will open new window

For optimal viewing, please set your screen display to at least 1024 x 768.

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ACRIS - Searching for COOP Sale Prices



In the Document Search Options screen:

Select the **Parcel Identifier (Borough, Block, Lot)** option.

Select Parcel Identifier

New York City Department of Finance
Office of the City Register
DOCUMENT SEARCH OPTIONS

[HELP](#)

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Party Name - Search by party name.

Parcel Identifier (Borough, Block, Lot) - Search by property identifier of borough, block and lot.

Document Type - Search by type of document.

Document ID/City Register File Number - Search by Document ID or CRFN assigned to documents recorded on or after January 2, 2003.

Transaction Number - Search by Transaction Number assigned to cover pages on or after January 2, 2003.

Reel and Page - Search by microfilm reel/page assigned to documents prior to January 2, 2003.

UCC/Federal Lien File Number - Search by file number assigned to UCC/Federal Liens prior to January 2, 2003.

[MAIN OPTIONS](#)

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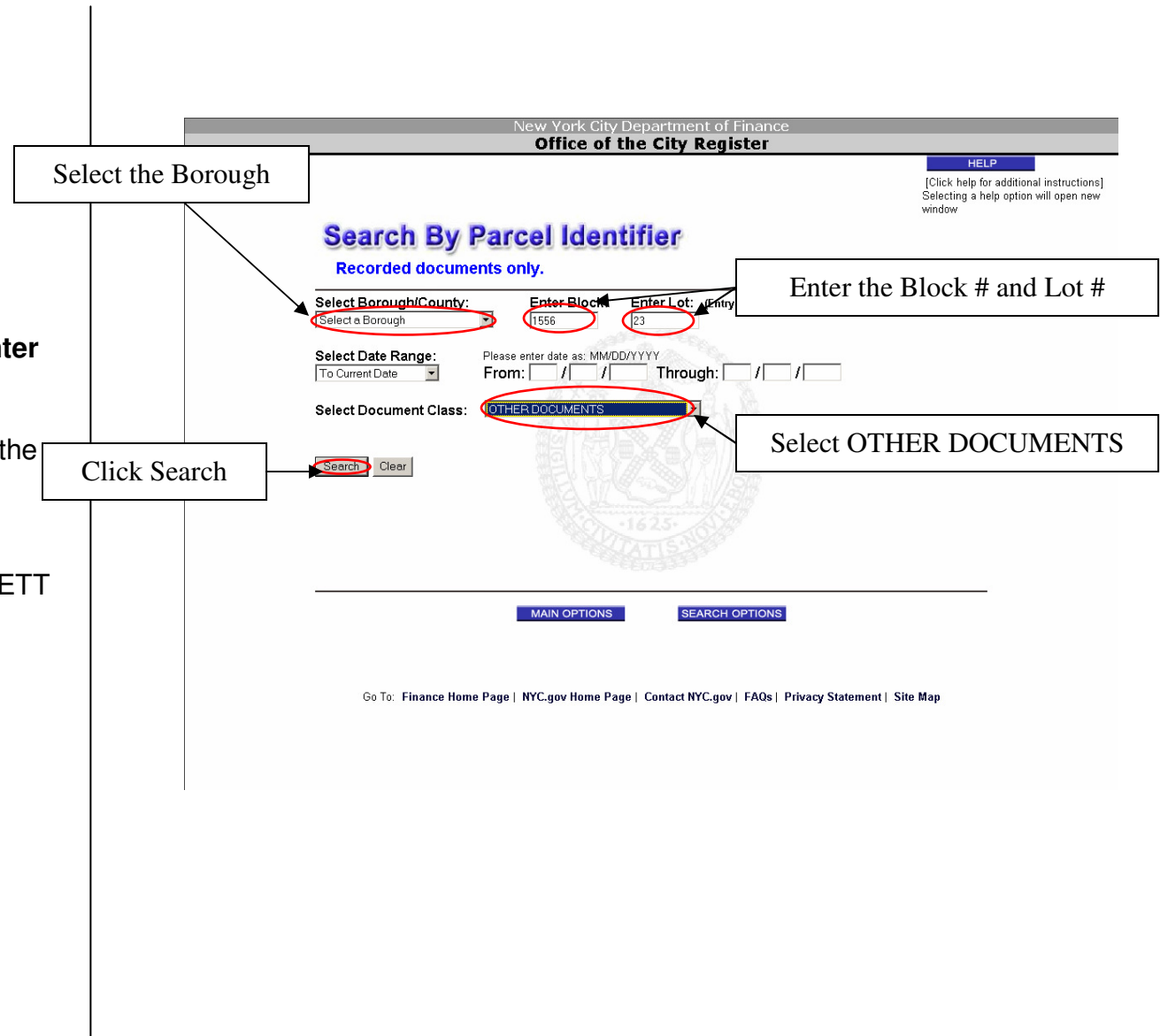
On the Search By Parcel Identifier screen:

Select the Borough from the **Select Borough/County** pull down menu.

Enter the Block and Lot #s in the **Enter Block:** and **Enter Lot:** fields.

Select OTHER DOCUMENTS from the **Select Document Class** pull down menu. (This will display the stand alone New York City Real Property Transfer Tax and Both RPTT and RETT document types.)

Click the Search button.



The screenshot shows the 'Search By Parcel Identifier' form on the New York City Department of Finance Office of the City Register website. The form includes the following fields and annotations:

- Select the Borough:** A box with an arrow pointing to the 'Select Borough/County' dropdown menu.
- Enter the Block # and Lot #:** A box with arrows pointing to the 'Enter Block' field (containing '1556') and the 'Enter Lot' field (containing '23').
- Select OTHER DOCUMENTS:** A box with an arrow pointing to the 'Select Document Class' dropdown menu, where 'OTHER DOCUMENTS' is selected.
- Click Search:** A box with an arrow pointing to the 'Search' button.

The form also features a 'HELP' button, a 'To Current Date' dropdown for the date range, and a 'Please enter date as: MM/DD/YYYY' instruction. At the bottom, there are links for 'MAIN OPTIONS', 'SEARCH OPTIONS', and a footer with navigation links: 'Go To: Finance Home Page | NYC.gov Home Page | Contact NYC.gov | FAQs | Privacy Statement | Site Map'.



ACRIS - Searching for COOP Sale Prices



In the Search Results by Parcel Identifier screen:

The results will display entire lot records.

The Doc Amount column is located on the far right and displays the COOP sales price.

Click on the DET button to view the document details.

HELP

[Click help for additional instructions]
Selecting a help option will open new window

Current Search Criteria:

Borough: MANHATTAN / NEW YORK
Block: 1556
Lot: 23
Date Range: To Current Date
Document Class: OTHER DOCUMENTS

Search Results By Parcel Identifier

| View | Reel/Pg/File | CRFN | Lot | Partial | Recorded / Filed | Document Type | Pages | Party1 | Party2 | Party 3/ Other | More Party 1/2 Names | Corrected/ Remarks | Doc Amount |
|------|--------------|---------------|-----|------------|------------------------|--------------------|-------|--------------------------------|--------------------|----------------|----------------------|--------------------|------------|
| DET | | 2006000387305 | 23 | ENTIRE LOT | 7/7/2006 1:56:52 PM | BOTH RPPT AND RETT | 2 | BRADLEY, TYLER | KIPFERLER, MELANIE | | ✓ | | 0 |
| DET | | 2006000341082 | 23 | ENTIRE LOT | 6/16/2006 12:17:13 PM | BOTH RPPT AND RETT | 2 | SAKHRANI, SANJAY | LIPSON, MATTHEW | | ✓ | | 0 |
| DET | | 2006000331064 | 23 | ENTIRE LOT | 6/13/2006 11:43:40 AM | BOTH RPPT AND RETT | 2 | EHRMAM, KARL | PEDRE, VINCENT | | ✓ | | 0 |
| DET | | 200600048212 | 23 | ENTIRE LOT | 5/4/2006 11:49:52 AM | BOTH RPPT AND RETT | 1 | SECOND 345 EAST 93RD UNITS LLC | LACOFF, BRANDON | | | | 0 |
| DET | | 43476 | 23 | ENTIRE LOT | 5/2/2006 3:45:01 PM | BOTH RPPT AND RETT | 2 | AJMANI, AJIT | BRENNAN, DIANA | | | | 0 |
| DET | | 2006000149595 | 23 | ENTIRE LOT | 3/16/2006 11:46:31 AM | BOTH RPPT AND RETT | 2 | 345 UNITS LLC | FATIMA, AIZZAH | | ✓ | | 0 |
| DET | | 2006000106538 | 23 | ENTIRE LOT | 2/23/2006 5:01:16 PM | BOTH RPPT AND RETT | 2 | NAVARRO, FRANCISCO J | COHEN, ERIC | | ✓ | | 0 |
| DET | | 2005000696578 | 23 | ENTIRE LOT | 12/19/2005 11:51:36 AM | BOTH RPPT AND RETT | 1 | SACKS, ROBERT | JOSEPH, BOOLBOL | | | | 0 |
| DET | | 2005000661785 | 23 | ENTIRE LOT | 11/30/2005 10:55:52 AM | BOTH RPPT AND RETT | 2 | 345 UNITS LLC | KOHNNEN, THEODORE | | ✓ | | 0 |
| DET | | 2005000611518 | 23 | ENTIRE LOT | 11/1/2005 4:14:36 PM | BOTH RPPT AND RETT | 2 | CARLOS, JOSEPHINE | KIRSHENBAUM, ALIZA | | ✓ | | 0 |

Click the DET button

COOP Sales Price

Search Options | New Parcel Identifier Search | Edit Current Search

In the Detailed Document Information screen:

The COOP Sale Price is located in the **DOC. AMOUNT:**, which is located in the first column on the top left.

The UNIT # is displayed in the **PARCELS** section in the **UNIT** column.

Detailed Document Information

Borough: MANHATTAN / NEW YORK
Block: 1556
Lot: 23
Date Range: To Current Date
Document Class:

| | | | | | |
|---------------------|--------------------|-------------------|---------------------|------------------|-----|
| DOCUMENT ID: | 2006062600010001 | CRFN: | 2006000387305 | COLLATERAL: | N/A |
| # of PAGES: | 2 | REEL-PAGE: | N/A-N/A | EXPIRATION DATE: | N/A |
| DOC. TYPE: | BOTH RPTT AND RETT | FILE NUMBER: | N/A | ASSESSMENT DATE: | N/A |
| DOC. DATE: | 6/26/2006 | RECORDED / FILED: | 7/7/2006 1:56:52 PM | SLID #: | N/A |
| DOC. AMOUNT: | \$0.00 | BOROUGH: | MANHATTAN | MAP SEQUENCE #: | N/A |
| MESSAGE: | N/A | RPTT #: | N/A | | |

| PARTY 1 | | | | | | |
|----------------|-----------------|-----------|----------|---------|-------|---------|
| NAME | ADDRESS 1 | ADDRESS 2 | CITY | STATE | ZIP | COUNTRY |
| BRADLEY, TYLER | 549 SPRING LANE | | WYNDMOOR | PA | 19038 | US |
| | | | | | | |
| | | | | | | |
| ADDRESS 2 | | | | | | |
| ADDRESS 2 | CITY | STATE | ZIP | COUNTRY | | |
| 7G | NEW YORK | NY | 10128 | US | | |
| 7G | NEW YORK | NY | 10128 | US | | |
| | | | | | | |
| | | | | | | |

Shows the COOP Sales Price
(this includes sales price and any other considerations i.e. cash, accrued real estate taxes paid by the grantee to the grantor)

| PARCELS | | | | | | | | | | |
|----------------------|-------|-----|------------|------------------------------|----------|------------|---------------------|----------------------|------|---------|
| BOROUGH | BLOCK | LOT | PARTIAL | PROPERTY TYPE | EASEMENT | AIR RIGHTS | SUBTERRANEAN RIGHTS | PROPERTY ADDRESS | UNIT | REMARKS |
| MANHATTAN / NEW YORK | 1556 | 23 | ENTIRE LOT | SINGLE RESIDENTIAL COOP UNIT | N | N | N | 345 EAST 93RD STREET | 7G | |
| | | | | | | | | | | |
| | | | | | | | | | | |

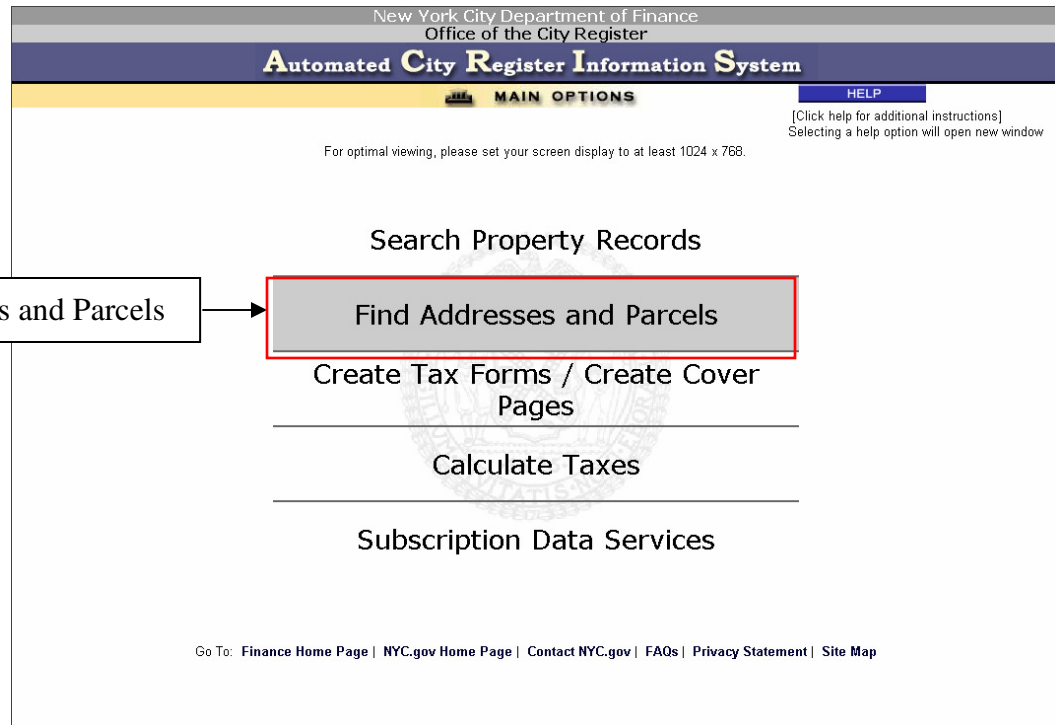
Shows the Unit #

To locate a Borough, Block, and Lot number navigate to the ACRIS Main Options screen.

Select the **Find Addresses and Parcels** option.

Click the mouse button.

Select Find Addresses and Parcels



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MAIN OPTIONS HELP
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On the Lookup screen:

Select the Property Type from the **Select the Property Type**: pull down menu.

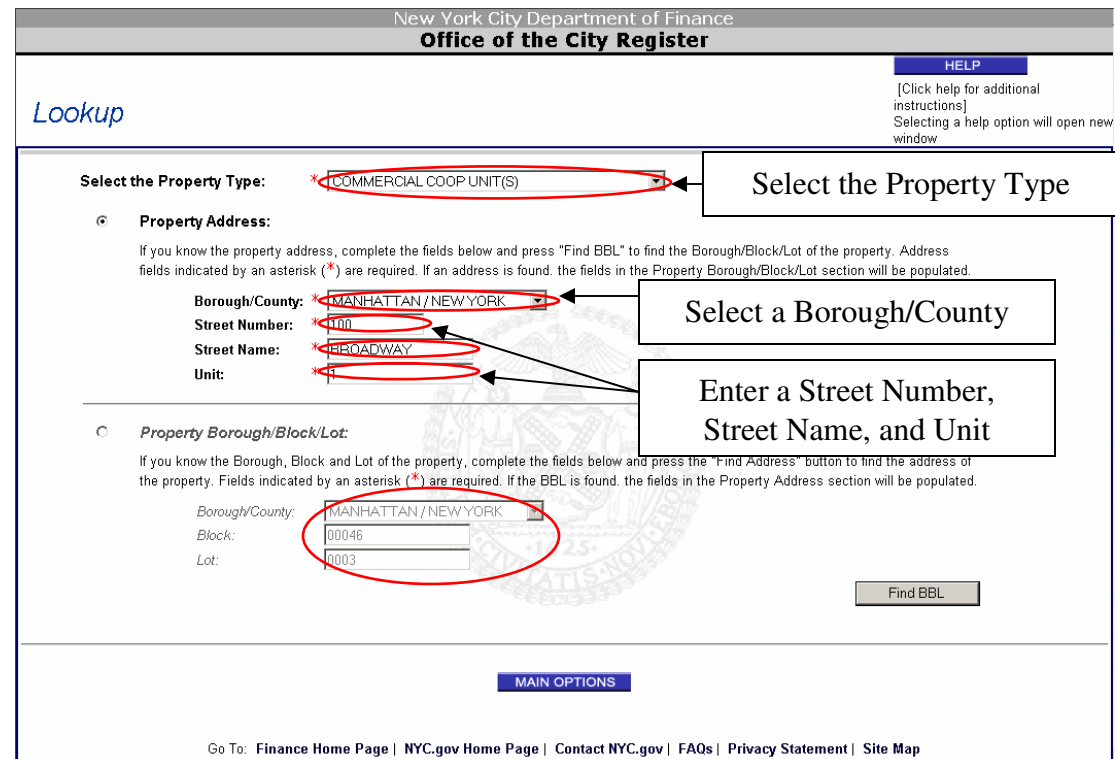
Select the Borough/County from the **Borough/County**: pull down menu.

Enter a Street Number, Street Name, and Unit in the **Street Number**:, **Street Name**:, and **Unit**: fields.

Hit the Enter button on your keyboard.

The Borough, Block, and Lot number will be displayed (in grey letters) in the **Property Borough/Block/Lot** section.

Record or write down the BBL number for future use.



The screenshot shows the 'Lookup' screen of the New York City Department of Finance Office of the City Register. The page title is 'Lookup'. A 'HELP' button is located in the top right corner with the text: '[Click help for additional instructions] Selecting a help option will open new window'. The main form has two sections: 'Property Address' and 'Property Borough/Block/Lot'. In the 'Property Address' section, the 'Select the Property Type' dropdown is set to 'COMMERCIAL COOP UNIT(S)'. Below it, the 'Borough/County' dropdown is set to 'MANHATTAN / NEW YORK'. The 'Street Number' field contains '100', the 'Street Name' field contains 'BROADWAY', and the 'Unit' field is empty. In the 'Property Borough/Block/Lot' section, the 'Borough/County' dropdown is set to 'MANHATTAN / NEW YORK', the 'Block' field contains '00046', and the 'Lot' field contains '0003'. A 'Find BBL' button is located at the bottom right of the form. A 'MAIN OPTIONS' button is located at the bottom center of the page. At the bottom of the page, there is a footer with links: 'Go To: Finance Home Page | NYC.gov Home Page | Contact NYC.gov | FAQs | Privacy Statement | Site Map'. Red circles and arrows highlight the dropdown menus and input fields mentioned in the instructions.