1. Title Insurance Rate Zone _____ Zone 1 □ Zone 2 □
2. Contracts drafted by Attorney or Realtor: Attorney
3. If Realtor, are they subject to Attorney approval/disapproval, and is "written" Attorney notification required?
4. What is the contract form used by realtors or attorneys (for example: local Bar Association approved form)? Nov 200 Joint Contract-City Bar, NYLTA, and Real Property Section of NY
5. Who holds deposit? Seller's Attorney.
6. What is customary deposit amount? Ten Percent
7. Is Survey required? No
8. Who obtains and pays for Survey? Purchaser
9. Type of Deed? Bargain and Sale with Covenants
10. What documents are required for recording the Deed and who prepares them (for example: RP-5217 and TP-584)? NYC Acris System to prepare 5217 and TP-584
11. Type of Title Search (Abstract, Notes, integrated into title report) Commitment of Title
12. Title Search provided by Buyer or Seller? Buyer's attorney typically orders title report and pays for owners and loan policy.
13. Who prepares title searches? (Title Company, Abstract Company or Attorney?) Title Agent or underwriter.
14. Minimum Search Period? 40 years
15. Other customary searches: (municipal/judgment/tax/patriot/bankruptcy/UCC) Municipal searches (C/O, Housing & Building, Fire Dept), tax, bankruptcy and patriot, UCC at county level.
17. Is Owner's Policy customary? Yes
18. Who pays for Owner's Policy? Purchaser
19. Who prepares title commitments? (Attorneys, third-party title agents, Title Insurance Company) Title agents or Title company.
20. Are Clerk's records available on line? If so, are they free? (Provide a link to the Clerk's web site if possible) Land records is available online – see ACRIS https://a836-acris.nyc.gov/CP/
Bronx County Clerk’s records are available-
https://iapps.courts.state.ny.us/ctclrk/

21. Are County GIS maps available on line? (If so, provide a link to them if possible)
   Yes-- http://gis.nyc.gov/taxmap/map.htm

22. Water reading or other municipal charge customs. Yes

23. Fund disbursement at closing: who cuts checks at closing? (Bank, Seller's or Buyer's
    Attorney or Title Company) Bank Attorney; if no bank, then purchaser’s attorney.

24. Who pays off Mortgage? Title company or agent. Is there a handling fee? title
    Agent $250.

25. Are satisfactions/discharges sent directly to the County Clerk? Sometimes,
    however, title typically requests the satisfaction be sent to them.

26. When are funds released? [before or after recording] Before recording.

27. Are realtors paid at closing? Yes

28. Who records closing documents? Title agent or underwriter.

29. Any customary additional fees charged by title agents or closers (pick-up fees, etc.)
    and range of the charges? Customary for title closer to be given a gratuity by
    the purchaser; not required.

30. Other local customs and practices: Firpta and Smoke and Co2 affidavits are
    exchanged between Purchaser and Seller.

   Jean Partridge, Benchmark Title Agency, LLC contributed to the completion of this
   form.