

RESIDENTIAL REAL ESTATE CLOSING CUSTOMS BY COUNTY

ROCKLAND COUNTY

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)? **Rockland County Bar Association approved form**
Note: Form is currently being revised.
5. Who holds deposit? **Seller's Attorney.**
6. What is customary deposit amount? **10 percent contract deposit**
7. Is Survey required? **No, but customary.**
8. Who obtains and pays for Survey? **Title Agent, Title Insurer or Buyer's attorney obtain survey. Buyer pays fee.**
9. Type of Deed? **Bargain & Sale with Covenants against Grantor's Act**
10. What documents are required for recording the Deed and who prepares them (for example: RP-5217 and TP-584)? **TP-584 and RP-5217 are both required and prepared by Seller's Attorney. Rockland requires the RP-5217 to be prepared through the Rockland County Clerk's website, form must contain bar code.**
11. Type of Title Search (Abstract, Notes, integrated into title report) **Abstract**
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**
16. Who provides, and pays for, closing bring-down search? **Included in title premium**
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) **Records are available online, unofficial copies of documents**

can be printed for no charge. <http://rocklandgov.com/departments/clerks-office/land-records/>

21. Are County GIS maps available on line? (If so, provide a link to them if possible) **Yes, <https://geopower.iws.com/rockland/MapsPage.jsp#>**
22. Water reading or other municipal charge customs. **Water is private with the exception of the Village of Nyack and the Village of Suffern, final water readings needed.**
23. Fund disbursement at closing: who cuts checks at closing? (Bank, Seller's or Buyer's Attorney or Title Company) **Bank; if no bank, then purchaser's attorney**
24. Who pays off Mortgage? Title company or agent Is there a handling fee? **Yes, 150 - 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**
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. Attendance by a closer at the closing is included in the title premium. Pick up fees are charged if the closer is paying off a mortgage or other lien.**
30. Other local customs and practices: **School taxes are adjustment is computed based upon a Rockland County Bar Association Resolution (copy herewith).**

DeAnna Stancanelli, National Granite Title Insurance Agency, Inc. contributed to the completion of this form.