SCHENECTADY COUNTY

- Title Insurance Rate Zone  X Zone 1 ______ Zone 2
- Contracts drafted by Attorney or Realtor: Realtor
- If Realtor, are they subject to Attorney approval/disapproval, and is "written" Attorney notification required? Yes/Yes
- What is the contract form used by realtors (for example: local Bar Association approved form)? CRMLS form
- Who holds deposit? Listing Realtor
- What is customary deposit amount? $500 - $2000
- Is Survey required? Only for new construction
- Who obtains and pays for Survey? Buyer
- Type of Deed? Warranty
- What documents are required for recording the Deed and who prepares them (for example: RP-5217 and TP-584)? RP-5217 prepared by Buyer’s Attorney, TP-584 prepared by Seller’s Attorney.
- Type of Title Search (Abstract, Notes, integrated into title report) Abstract
- Title Search provided by Buyer or Seller? Seller
- Who prepares title searches? (Title Company, Abstract Company or Attorney?) Abstract Company or Title Company
- Minimum Search Period? 40 yrs
- Other customary searches: (municipal/judgment/tax/patriot/bankruptcy/UCC) Property Tax, School Tax, Judgments, Liens, Bankruptcy, Patriot, UCC, Franchise Tax
- Who provides, and pays for, closing bring-down search? Buyer
- Is Owner’s Policy customary? No.
- Who pays for Owner’s Policy? Buyer
- Who prepares title commitments? (Attorneys, third-party title agents, Title Insurance Company) Title Agents or Title Insurance Companies
- Are Clerk’s records available on line? If so, are they free? (Provide a link to the Clerk’s web site if possible) Yes/Yes http://landrecords.schenectadycounty.com/
- Are County GIS maps available on line? (If so, provide a link to them if possible) Yes http://www.simsgis.org/lite/Projects/SIMS/Login.aspx?ReturnUrl=%2flite%2f
- Water reading or other municipal charge customs. Water & Sewer if applicable
- Fund disbursement at closing: who cuts checks at closing? (Bank, Seller’s or Buyer’s Attorney or Title Company) Bank Attorney
- Who pays off Mortgage? Is there a handling fee? Title Company/Yes
• Are satisfactions/discharges sent directly to the County Clerk? **Yes**
• When are funds released?  [before or after recording] **Before**
• Are realtors paid at closing? **Yes**
• Who records closing documents? **Title Company**
• Any customary additional fees charged by title agents or closers (pick-up fees, etc.) and range of the charges **No**
• Other local customs and practices: