

E-Tax/ACRIS Preparation Form

Requested By:		Requested Due Date:
Phone:	Phone:	E-mail:
Title # (If Applicable):		Building Class:
Contract Date:	Closing Date:	
Premises:		Zip Code:
County:	Block:	Lot:
Seller:		SSN/EIN:
Seller:		SSN/EIN:
Seller's Address Exactly as it Appears on Deed or Co-op Transfer Documents:		
Purchaser:		SSN/EIN:
Purchaser:		SSN/EIN:
Purchaser's Address Exactly as it Appears on Deed or Co-op Transfer Documents:		
Seller's Attorney:		Phone:
Address:	Zip Code:	Fax:
Purchaser's Attorney:		Phone:
Address:	Zip Code:	Fax:
Purchase Price:	Co-op Corp. Name and Address (If Applicable):	

ACRIS Filing Fees: \$100 Co-op
 \$125 Residential
 \$250 Commercial / Vacant

Also, if over \$400,000 we must have the contract of sale to submit with documents to the city.

Please direct all questions to

Dan McCormick (dmccormick@americanlandservices.com) or Christine Calderone (ccalderone@americanlandservices.com).