

## RECORDING A TRANSFER ON DEATH DEED

Statutory Recording Fee	\$50.00 – Includes Recording Cover Page
Each Additional Page	\$5.00/page

### Important Notes:

- All Transfer on Death Deeds submitted to the Chautauqua County Clerk must include a legal description of the property; list the physical address of the property; and include a full copy of the current deed on record
- Please include the original document as well as a copy for the Tax Map office.
- It is required that both the Grantor(s)' and Grantee(s)' full names and physical addresses be on the document. Grantor(s) original, notarized signature is required on the deed.
- Along with notary acknowledgement, there must be two (2) witness signatures, full names, and addresses who witnessed the signing by the transferor.
- Notice of Transfer will not be issued as the transfer has not yet occurred.
- Tax documents (TP-584, RP-5217, and IT-2663) will not be required to record a T.O.D.D. as the transfer has not yet occurred, and there is no legislation requiring it at this time.

*\*\* There is not to be any white out, nor redaction on the document. Should an error need correction, we recommend a new Transfer on Death Deed be drawn. In the event a new deed cannot be produced, we ask that the error be crossed out with a single line and initialed by the corrector. \*\**

If any of these requirements are not fulfilled, the Transfer on Death Deed will be rejected due to noncompliance.