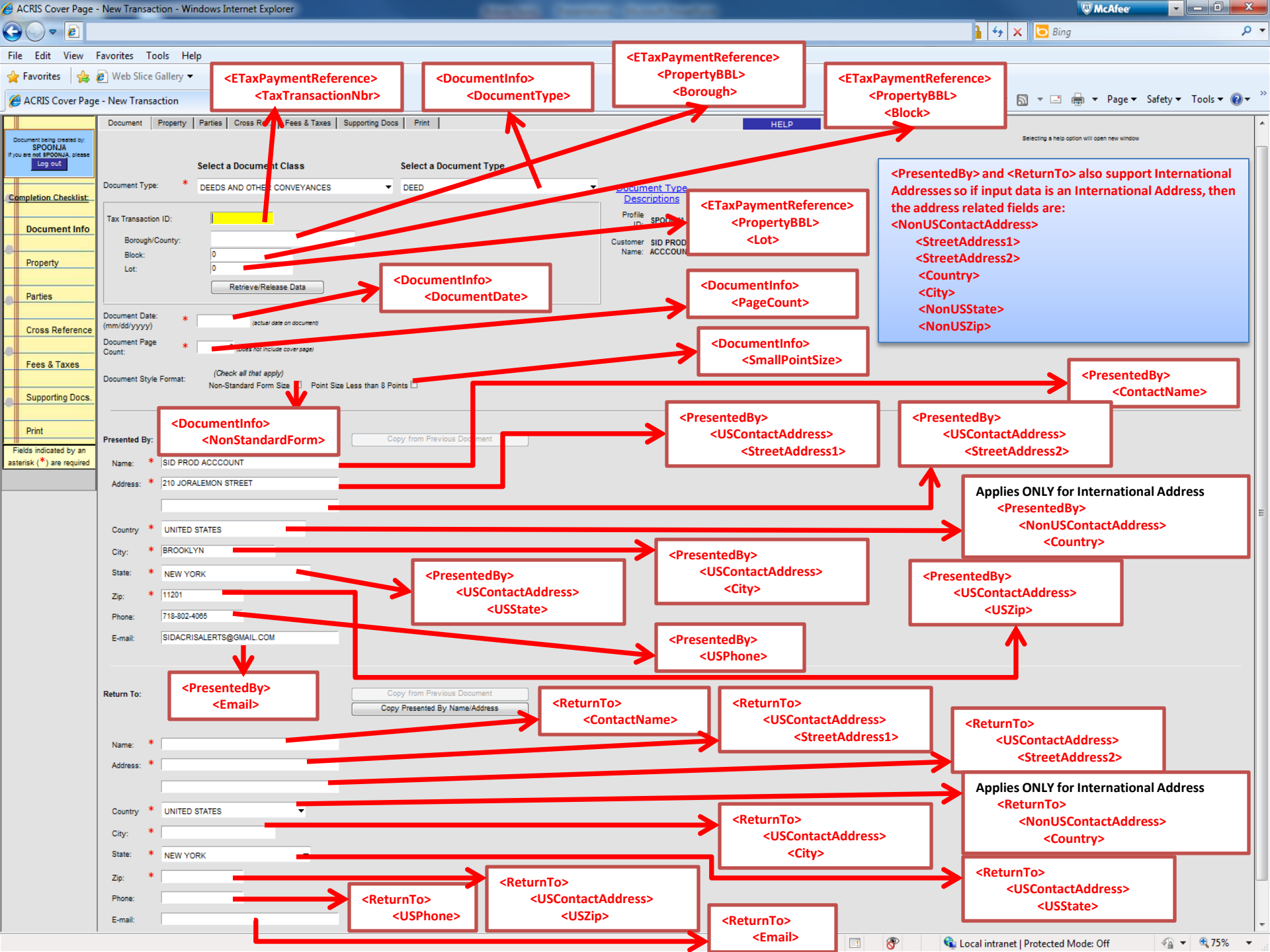
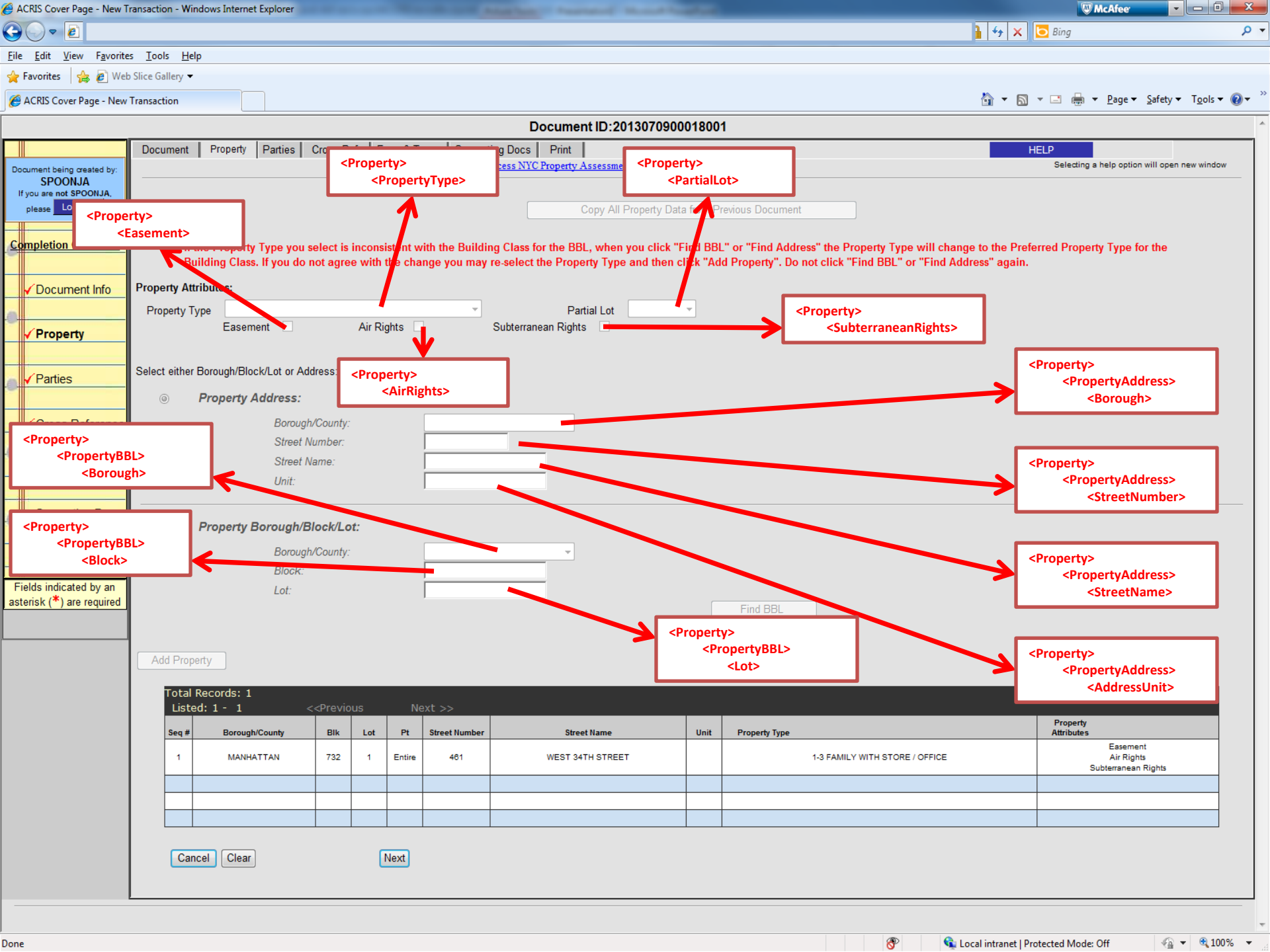


# Cover Page Web Form to XSD Mapping

V0.6

07/12/2021





Document ID:2013070900018001

Document Property Parties Cross Reference Property Documents Print HELP

- Document being created by: SPOONJA
- If you are not SPOONJA, please Log Out
- Completion
- ✓ Document Info
- ✓ Property
- ✓ Parties

Warning: The Property Type you select is inconsistent with the Building Class for the BBL, when you click "Find BBL" or "Find Address" the Property Type will change to the Preferred Property Type for the Building Class. If you do not agree with the change you may re-select the Property Type and then click "Add Property". Do not click "Find BBL" or "Find Address" again.

Property Attributes:

Property Type:  Partial Lot:

Easement  Air Rights  Subterranean Rights

Select either Borough/Block/Lot or Address:

Property Address:

Borough/County:

Street Number:

Street Name:

Unit:

Property Borough/Block/Lot:

Borough/County:

Block:

Lot:

Find BBL

Add Property

<Property>  
<PropertyBBL>  
<Borough>

<Property>  
<PropertyBBL>  
<Block>

<Property>  
<PropertyType>

<Property>  
<PartialLot>

<Property>  
<SubterraneanRights>

<Property>  
<AirRights>

<Property>  
<PropertyAddress>  
<Borough>

<Property>  
<PropertyAddress>  
<StreetNumber>

<Property>  
<PropertyAddress>  
<StreetName>

<Property>  
<PropertyBBL>  
<Lot>

<Property>  
<PropertyAddress>  
<AddressUnit>

Total Records: 1  
Listed: 1 - 1

<<Previous Next >>

Seq #	Borough/County	Blk	Lot	Pt	Street Number	Street Name	Unit	Property Type	Property Attributes
1	MANHATTAN	732	1	Entire	401	WEST 34TH STREET		1-3 FAMILY WITH STORE / OFFICE	Easement Air Rights Subterranean Rights

Cancel Clear Next

IF 'INDIVIDUAL' then supply <IndividualInfo> in the XML ELSE supply <BusinessInfo>.  
<BusinessInfo> has a tag called <BusinessType> that covers Corporation, Partnership, EstateOrTrust, Other.

Document ID:2021062700039002

Document Property Parties Cross Ref. Fees & Taxes Supporting Docs Upload HELP

The Department of Finance (DOF) sends the Statement of Account and all other correspondence to the grantee mailing address. The Department of Environmental Protection (DEP) sends all Water/Sewer billing and correspondence to the property address. If you desire that both DOF and DEP billing and correspondence be sent to the same address, please indicate here: [ Update Billing Address link ]. The form on this link needs to be completed only if both DOF and DEP correspondence are to be sent to the same address. Whatever address is entered will update both the grantee mailing address used by DOF and the property address used by DEP. For alternate DEP delivery arrangements, please contact DEP at (718) 595-7000.

- Document being created by: AASTG  
If you are not AASTG, please Log out
- Completion Checklist:
- Property
- Parties
- Fees & Taxes
- Supporting Docs
- Upload
- Fields indicated by an asterisk (\*) are required

**PARTY ONE**      **PARTY TWO**

<Party1>  
<IndividualInfo>  
<IndividualName>  
<LastName>

<Party1>  
<IndividualInfo>  
<IndividualName>  
<FirstName>

<Party1>  
<IndividualInfo>  
<IndividualName>  
<MiddleName>

<Party1>  
<IndividualInfo>  
<IndividualName>  
<NameSuffix>

Name: Please select Individual or Business and fill in the name

Individual: LAST FIRST MI SUFFIX

or BUSINESS NAME

Business: BUSINESS NAME

Select if party is an owner of the property(ies).

Address: \*

Country: \* UNITED STATES

City: \*

State: \* NEW YORK Zip: \*

Phone: E-mail:

<Party1>  
<PropertyOwner>

<Party1>  
<BusinessInfo>  
<BusinessName>

<Party1>  
<USContactAddress>  
<StreetAddress1>

<Party1>  
<USContactAddress>  
<StreetAddress2>

<Party1>  
<USContactAddress>  
<Country>

<Party1>  
<USContactAddress>  
<City>

<Party1>  
<USContactAddress>  
<Zip>

Records: 0  
d: 0 - 0

Action	Seq #	Name	Address1	Address2	City	State	Zip	Country

Cancel Clear Next

<Party1>  
<USContactAddress>  
<State>

<Party1>  
<PrimaryPhone>

<Party1>  
<Email>

<Party1> also supports International Addresses so if input data is an International Address, then the address related fields are:  
<Party1>  
<NonUSContactAddress>  
<StreetAddress1>  
<StreetAddress2>  
<Country>  
<City>  
<NonUSState>  
<NonUSZip>

For Cover Page documents, the <Party1> information will be packaged under the following structure:  
<Document>  
<Parties>  
<Party1>

IF 'INDIVIDUAL' then supply <IndividualInfo> in the XML ELSE supply <BusinessInfo>. <BusinessInfo> has a tag called <BusinessType> that covers Corporation, Partnership, EstateOrTrust, Other.

Document ID:2021062700039002

Document being created by: AASTG  
If you are not AASTG, please Log out

Completion Checklist:

- Property
- Parties
- Fees & Taxes
- Supporting Docs.
- Upload

Fields indicated by an asterisk (\*) are required

The Department of Finance (DOF) sends the Statement of Account and all other correspondence to the grantee mailing address. The Department of Environmental Protection (DEP) sends all Water/Sewer billing and correspondence to the property address. If you desire that both DOF and DEP billing and correspondence be sent to the same address, please indicate here: [ Update Billing Address link ]. The form on this link needs to be completed only if both DOF and DEP correspondence are to be sent to the same address. Whatever address is entered will update both the grantee mailing address used by DOF and the property address used by DEP. For alternate DEP delivery arrangements, please contact DEP at (718) 595-7000.

PARTY ONE      PARTY TWO

<Party2>  
<IndividualInfo>  
<IndividualName>  
<LastName>

<Party2>  
<IndividualInfo>  
<IndividualName>  
<FirstName>

<Party2>  
<IndividualInfo>  
<IndividualName>  
<MiddleName>

<Party2>  
<IndividualInfo>  
<IndividualName>  
<NameSuffix>

Name: Please select Individual or Business and fill in the name

Individual: LAST FIRST MI SUFFIX

or BUSINESS NAME

Business: BUSINESS NAME

Select if party is an owner of the property(ies).

Address: \*

Country: \* UNITED STATES

City: \*

State: \* NEW YORK Zip: \*

Phone: E-mail:

<Party2>  
<PropertyOwner>

<Party2>  
<BusinessInfo>  
<BusinessName>

<Party2>  
<USContactAddress>  
<StreetAddress1>

<Party2>  
<USContactAddress>  
<StreetAddress2>

<Party2>  
<USContactAddress>  
<Country>

<Party2>  
<USContactAddress>  
<City>

<Party2>  
<USContactAddress>  
<Zip>

<Party2>  
<PrimaryPhone>

<Party2>  
<Email>

Records: 2  
d: 1 - 2

Action	Seq #	Name	Address1	Address2	City	State	Zip	Country
EDIT DELETE COPY	1	U.S. BANK NATIONAL ASSOCIATION	GLOBAL CORPORATE TRUST	1 FEDERAL ST	BOSTON	MA	02110	US
EDIT DELETE COPY	2	U.S. BANK NATIONAL ASSOCIATION		1 FEDERAL ST	BOSTON	MA	02110	US

Cancel Clear Next

<Party2> also supports International Addresses so if input data is an International Address, then the address related fields are:

<Party2>  
<NonUSContactAddress>  
<StreetAddress1>  
<StreetAddress2>  
<Country>  
<City>  
<NonUSState>  
<NonUSZip>

For Cover Page documents, the <Party2> information will be packaged under the following structure:

```

<Document>
  <Parties>
    <Party2>
  
```

IF 'INDIVIDUAL' then supply <IndividualInfo> in the XML ELSE supply <BusinessInfo>.  
 <BusinessInfo> has a tag called <BusinessType> that covers Corporation, Partnership, EstateOrTrust, Other.

Document ID:2018050300002001

Document | Property | Parties | Cross Ref. | Fees & Taxes | Supporting Docs | Upload

The Department of Finance (DOF) sends the Statement of Account and all other correspondence to the grantee mailing address. The Department of Environmental Protection (DEP) sends all Water/Sewer billing and correspondence to the property address. If you desire that both DOF and DEP billing and correspondence be sent to the same address, please indicate here: [ [Update Billing Address link](#) ]. The form on this link needs to be completed only if both DOF and DEP correspondence are to be sent to the same address. Whatever address is entered will update both the grantee mailing address used by DOF and the property address used by DEP. For alternate DEP delivery arrangements, please contact DEP at (718) 595-7000.

GRANTOR/SELLER | GRANTEE/BUYER | LIFE ESTATE RETAINED

Document being created by:  
**AAACRIS**  
 If you are not AAACRIS, please [Log out](#)

Completion Checklist:

<Party3>  
 <PropertyOwner>

<Party3>  
 <IndividualInfo>  
 <IndividualName>  
 <LastName>

<Party3>  
 <IndividualInfo>  
 <IndividualName>  
 <FirstName>

<Party3>  
 <IndividualInfo>  
 <IndividualName>  
 <MiddleName>

<Party3>  
 <IndividualInfo>  
 <IndividualName>  
 <NameSuffix>

Parties

Cross Reference

Fees & Taxes

Supporting Docs.

Upload

Fields indicated by an asterisk (\*) are required

Name: Please select Individual or Business and fill in the name

Individual: LAST FIRST MI SUFFIX

or BUSINESS NAME

Business:

Select if party is an owner of the property(ies).

Address: \*

Country: \* UNITED STATES

City: \*

State: \* NEW YORK Zip: \*

Phone: E-mail:

<Party3>  
 <BusinessInfo>  
 <BusinessName>

<Party3>  
 <USContactAddress>  
 <StreetAddress1>

<Party3>  
 <USContactAddress>  
 <StreetAddress2>

<Party3>  
 <USContactAddress>  
 <Country>

<Party3>  
 <USContactAddress>  
 <City>

<Party3>  
 <USContactAddress>  
 <Zip>

<Party3>  
 <USContactAddress>  
 <State>

Records: 1

1 - 1

Action	Seq #	Name	Address1	Address2	City	State	Zip	Country
DELETE COPY	1	PARTY3-FIRST 2 PARTY3-LAST 3	23 FIRST STREET		DODGE CITY	KS	11111	US

<Party3> also supports International Addresses so if input data is an International Address, then the address related fields are:

<Party3>  
 <NonUSContactAddress>  
 <StreetAddress1>  
 <StreetAddress2>  
 <Country>  
 <City>  
 <NonUSState>  
 <NonUSZip>

For Cover Page documents, the <Party3> information will be packaged under the following structure:

```
<Document>
<Parties>
  <Party3>
```

<Party3>  
 <PrimaryPhone>

<Party3>  
 <Email>

Document ID:2013070900018001

Document Property Parties Cross Ref. Fees & Taxes Supporting Docs Print

Cross Reference

Document being created by: SPOONJA  
If you are not SPOONJA, please Log out

Completion Checklist:

- ✓ Document Info
- ✓ Property
- ✓ Parties
- ✓ Cross Refer.
- ✓ Fees & Taxes
- Supporting Docs.
- Print

Fields indicated by an asterisk (\*) are required

CRFN:

or

Document ID:

or

Borough/County:

Year:  Reel:  Page:

or

Borough/County:

File Number:

Add Reference

<References>  
<Reference>  
<CRFN>

<References>  
<Reference>  
<DocumentId>

<References>  
<Reference>  
<Reel>  
<Borough>

<References>  
<Reel>  
<ReelNumber>

<References>  
<Reference>  
<Reel>  
<ReelPage>

<References>  
<Reference>  
<Reel>  
<ReelYear>

<References>  
<Reference>  
<File>  
<Borough>

<References>  
<Reference>  
<File>  
<FileNbr>

Total Records: 0  
Listed: 0 - 0

Action	CRFN	Document ID	Borough/County	Year	Reel	Page	File Number

Cancel Clear

Next

Document ID: 2013070900018002

Document Property Parties Cross Ref. Fees & Taxes Supporting Docs Print

HELP

Selecting a help option will

Taxes Recording Fees

Real Property Transfer Tax Real Estate Transfer Tax

Tax Return Status

CRFN Reference No:  Amount:

Property Type **1-3 FAMILY WITH STORE / OFFICE**

<RealPropertyTransferTax>  
<TaxPrepaidAmount>

<RealPropertyTransferTax>  
<CRFN>

Document being created by: SPOONJA  
If you are not SPOONJA, please Log out

Completion Checklist:

- ✓ Document Info
- ✓ Property
- ✓ Parties
- Fees & Taxes**
- ✓ Supporting Docs.
- Print

Fields indicated by an asterisk (\*) are required

Cancel Clear

Next



Document ID: 2013070900018002

Document | Property | Parties | Cross | **<RealEstateTransferTax>** | Print | **HELP**

Taxes | Recording Fees | **<TaxReturnStatus>**

Real Property Transfer Tax | **Real Estate Transfer Tax**

Tax Return Status: Pre-paid elsewhere **<RealEstateTransferTax>**

Reference No:  **<TaxReferenceNo>** Amount:  **<RealEstateTransferTax>**  
**<TaxPrepaidAmount>**

Property Type: 1-3 FAMILY WITH STORE / OFFICE

Cancel Clear Next

Document being created by: SPOONJA  
If you are not SPOONJA, please Log out

**Completion Checklist:**

- ✓ Document Info
- ✓ Property
- ✓ Parties
- Fees & Taxes**
- ✓ Supporting Docs.
- Print

Fields indicated by an asterisk (\*) are required

SELECTING A HELP OPTION WILL OPEN NEW WINDOW

**Mortgage Recording Tax**

Completion Checklist:

- ✓ Document Info
- ✓ Property
- ✓ Parties
- ✓ Cross Reference
- ✓ Fees & Taxes
- Supporting Docs.
- Print

Is this a mortgage refinance?  NO

Apportionment Mortgage  NO

Property Type: 1-2 FAMILY DWELLING WITH ATTACHED GARAGE

Is the principal amount of this mortgage to be included in a wraparound mortgage?

If this is a Spreader or Additional Collateral Mortgage, click [here](#).

Exemptions

- Tax Law Section 253 - .25% Exemption
- Tax Law Section 253 - IDA Partial Exemption
- Tax Law Section 253 - Full Exemption (Exempt Entity)
- Tax Law Section 255 - Supplemental Mortgage
- Tax Law Section 280 - Reverse Mortgage Exemption
- Tax Law Section 339EE - First Sale of Condominium Unit(s)

Principal Debt or Obligation: \$1,000.00

Mortgage Taxable Amount / Maximum Secured Amount: \$0.00

Has the mortgagor recorded one or more other mortgages that remain open against this property in the past 12 months that together with this mortgage cumulatively total \$500,000 or more? Note: If one or more of the mortgages has been satisfied, but not recorded reducing the total below \$500,000, please select "NO" and attach the appropriate affidavit.  YES

Taxes due on existing mortgages

City: \*

NYCTA: \*

NOTE: See Help for information on calculating taxes due on existing mortgage. You may use the ACRES Tax Calculator to assist you in making these calculations.

% interest of unit(s) in common elements of the condominium (as disclosed in the declaration):

Tax paid on existing mortgage

County (Basic):

City (Combined City and NYCTA):

MTA:

Taxes due on this mortgage

County (Basic):  \$0.00

City:  \$0.00

SAT:  \$0.00

TASF:  \$0.00

<MortgageTax>  
<SpreaderOrAdditionalCollateralMortgage>

<MortgageTax>  
<Refinance>

<MortgageTax>  
<ApportionmentMortgage>

<MortgageTax>  
<Exemptions>  
<Section280ReverseMortgageExemption>

<MortgageTax>  
<Exemptions>  
<Section339EEFirstSale>

<MortgageTax>  
<Exemptions>  
<Section253PartialExemption>

<MortgageTax>  
<Exemptions>  
<Section253IDAExemption>

<MortgageTax>  
<Exemptions>  
<Section253FullExemption>

<MortgageTax>  
<Exemptions>  
<Section255SupplementalMortgage>

<MortgageTax>  
<PrincipalDebtOrObligation>

<MortgageTax>  
<ApplyHighTaxRate>

<MortgageTax>  
<MortgageTaxableAmountOrMaximumSecuredAmount>

<MortgageTax>  
<PercentInterestOfResidentialUnit>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<CityDue>

<MortgageTax>  
<TaxesPaidExistingMortgage>  
<CountyPaid>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<NYCTADue>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<CityPaid>

<MortgageTax>  
<TaxesDueCurrentMortgage>  
<CountyDue>

<MortgageTax>  
<TaxesDueCurrentMortgage>  
<CityDue>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<MTAPaid>

<MortgageTax>  
<TaxesDueCurrentMortgage>  
<SATDue>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<MTADue>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<TASFdue>

<MortgageTax>  
<TaxesDueExistingMortgage>  
<NYCTADue>

If the 'Apportionment Mortgage' dropdown is populated with ANY value other than NO, then <MortgageTax> <MT15Present> becomes applicable.

Document ID: 2013070900018003

- Document
- Property
- Parties
- Cross Ref.
- Fees & Taxes
- Supporting Docs
- Print

HELP  
Selecting a help option will open new window

- Taxes
- Recording Fees

Qty	Description	Fee
1	Cover Pages	\$5.00
1	Recording Fee (standard size) (standard font)	\$32.00
	Total	\$37.00

Document being created by: SPOONJA  
If you are not SPOONJA, please [Log out](#)

Completion Checklist:

Document Info

✓ Property

Parties

✓ Cross Reference

✓ Fees & Taxes

✓ Supporting Docs.

Print

Fields indicated by an asterisk (\*) are required

Mortgage Satisfaction:

Number of mortgages satisfied

<Fees>  
<MortgageSatisfactionCount>

Assignment of Mortgages:

Number of mortgages assigned

<Fees>  
<MortgageAssignmentsCount>

Exempt from recording fees

<Fees>  
<RecordingFeeExempt>

Calculate

Cancel Clear

Next

Document ID: 2013070900018001

Document Property Parties Cross Ref. Fees & Taxes Supporting Docs Print HELP

Selecting a help option will open new window

- Document being created by: SPOONJA
- If you are not SPOONJA, please Log out
- Completion Checklist:
- Document Info
- Property
- Parties
- Cross Reference
- Fees & Taxes
- Supporting Docs.
- Print

Supporting Documents:

Page Count:

SMOKE DETECTOR AFFIDAVIT	<input type="checkbox"/>		
LEASE	<input type="checkbox"/>		
NYC HPD AFFIDAVIT IN LIEU OF REGISTRATION STATEMENT(NON MULTIPLE DWELLING)	<input type="checkbox"/>		
NYC HPD PRELIMINARY RESIDENTIAL PROPERTY TRANSFER FORM (MULTIPLE DWELLINGS)	<input type="checkbox"/>		
CONTRACT OF SALE/CLOSING STATEMENT	<input checked="" type="checkbox"/>	*	
NYC RPTT EXEMPTION DOCUMENTATION	<input type="checkbox"/>		
RPTT FILING FEE EXEMPTION AFFIDAVIT	<input type="checkbox"/>		
RECORDING FEE EXEMPTION DOCUMENTATION	<input type="checkbox"/>		
MISCELLANEOUS	<input type="checkbox"/>		
RP - 5217 REAL PROPERTY TRANSFER REPORT	<input checked="" type="checkbox"/>	*	
DEP CUSTOMER REGISTRATION FORM FOR WATER AND SEWER BILLING	<input type="checkbox"/>		
ADDENDUM LISTING PARTNERS IN A PARTNERSHIP	<input type="checkbox"/>		
NYS RETT EXEMPTION DOCUMENTATION	<input type="checkbox"/>		

<Supplement>  
<SupplementId>

<Supplement>  
<SupplementPageCount>

<Supplements>  
<Remarks>

Remarks:

Empty text area for remarks.

Cancel Clear

Next

For Cover Page documents, the all supplements will be packaged under the <Supplements> tag as follows:

<Supplements>  
<Supplement>

- This is the list of supplements supported in the ACRIS system. Depending on the type of Cover Page document, a subset of these supplements are applicable. Currently, the only way to know the applicable list of supplements is via the ACRIS Cover Page web application. Eventually, the ability to query the list of applicable supplements to a Cover Page document will be exposed as a web service call. The text in **BLACK** is the Supplement Id.
1. MTA - MORTGAGE TAX AFFIDAVIT
  2. SMOKE - SMOKE DETECTOR AFFIDAVIT
  3. MTA339 - 339EE MORTGAGE TAX EXEMPT AFFIDAVIT
  4. MTA255 - 255 MORTGAGE TAX EXEMPT AFFIDAVIT
  5. MTA253 - 253 MORTGAGE TAX EXEMT AFFIDAVIT
  6. MTA280 - 260 MORTGAGE TAX EXEMPT AFFIDAVIT
  7. LEASE - LEASE
  8. NYCHPDA - NYC HPD AFFIDAVIT IN LIEU OF REG ISTRATION STATEMENT(NON MULTIPLE DWELLING)
  9. NYCHPDT - NYC HPD PRELIMINARY RESIDENTIAL PROPERTY TRANSFER FORM (MULTIPLE DWELLINGS)
  10. SALECLOS - CONTRACT OF SALE/CLOSING STATEMENT
  11. RPTTEX - NYC RPTT EXEMPTION DOCUMENTATION
  12. RETTEX - NYS RETT EXEMPTION DOCUMENTATION
  13. RECFCX - RECORDING FEE EXEMPTION DOCUMENTATION
  14. MISC - MISCELLANEOUS
  15. RP5217 - RP - 5217 REAL PROPERTY TRANSFER REPORT
  16. CONDODEC - TO BE KNOWN AS LOTS
  17. 275 - 275 AFFIDAVIT
  18. RELEASE - RELEASE DOCUMENT ANSWERS TO QUESTIONS
  19. SPREADER - SPREADER MORTGAGE AFFIDAVIT
  20. AGG - AGGREGATE MORTGAGE AFFIDAVIT
  21. WRAP - WRAPAROUND MORTGAGE ANSWERS TO QUESTIONS
  22. DEPFOR - DEP CUSTOMER REGISTRATION FORM FOR WATER AND SEWER BILLING