

# STATE OF NEW YORK

4292

2021-2022 Regular Sessions

## IN SENATE

February 3, 2021

Introduced by Sen. LANZA -- read twice and ordered printed, and when printed to be committed to the Committee on Finance

AN ACT to amend the executive law, in relation to the requirements for notaries public and commissioners of deeds relating to certain instruments affecting real property

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. The executive law is amended by adding a new section 135-c  
2 to read as follows:

3 § 135-c. Requirements of notaries public and commissioners of deeds  
4 related to certain instruments affecting real property. 1. This section  
5 shall apply to every notarial act in the state involving a document of  
6 conveyance that transfers or purports to transfer title with respect to  
7 residential real property located in the state. It shall also apply to  
8 commissioners of deeds appointed pursuant to section one hundred forty  
9 of this article.

10 2. As used in this section, the following terms shall have the follow-  
11 ing meanings:

12 a. "document of conveyance" shall mean a written instrument that  
13 transfers or purports to transfer title effecting a change in ownership  
14 to residential real property, excluding:

15 (i) court ordered or court-authorized transfer of residential real  
16 property including but not limited to a transfer between spouses or  
17 former spouses as a result of a decree of divorce, dissolution of  
18 marriage, annulment, or legal separation, or as a result of property  
19 settlement, or agreement incidental to a decree of divorce, dissolution  
20 of marriage, annulment, or legal separation;

21 (ii) a transfer order by a probate court during the administration of  
22 a decedent's estate;

23 (iii) a judgment of a foreclosure and sale, or a levy pursuant to an  
24 execution;

EXPLANATION--Matter in italics (underscored) is new; matter in brackets  
[-] is old law to be omitted.

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1 (iv) a court ordered voiding of an instrument affecting real property;  
2 (v) a transfer of property to a trust in which the beneficiary is or  
3 includes the grantor; and

4 (vi) a deed from a grantor to himself or herself that is intended to  
5 change the nature or type of tenancy by which he or she owns residential  
6 real property.

7 b. "financial institution" shall mean a bank, trust company, savings  
8 institution, or credit union, chartered and supervised under state or  
9 federal law.

10 c. "notarial record" shall mean the written document created in  
11 conformity with the requirements of this section.

12 d. "residential real property" shall mean a building or buildings  
13 consisting of one to three dwelling units where the square footage of  
14 the residential portion exceeds the square footage of any commercial  
15 portion.

16 e. "signatory" shall mean the person or persons whose signature is  
17 being acknowledged by a notary public or commissioner of deeds.

18 3. A notary appointed and commissioned as a notary in this state and a  
19 commissioner of deeds shall create a notarial record of each notarial  
20 act performed in connection with a document of conveyance. The notarial  
21 record shall contain:

22 a. the date of the notarial act;

23 b. the type, title or description of the document of conveyance being  
24 notarized, the block and lot number used to identify the residential  
25 real property for assessment or taxation purposes, and the common street  
26 address for the residential real property that is the subject of the  
27 document of conveyance;

28 c. the signature, printed name and residence street address of each  
29 person whose signature is the subject of the notarial act, and a certifi-  
30 cation by the person that the property is residential real property as  
31 defined in this section;

32 d. a description of the satisfactory evidence reviewed by the notary  
33 or the commissioner of deeds to determine the identity of the person  
34 whose signature is the subject of the notarial act. Satisfactory  
35 evidence shall include presentation of any one of the following docu-  
36 ments identifying the signatory or signatories:

37 (i) a valid driver's license or non-driver identification card issued  
38 by the commissioner of motor vehicles, the federal government, any  
39 United States territory, Commonwealth or possession, the District of  
40 Columbia, or a state government within the United States;

41 (ii) a valid passport issued by the United States government;

42 (iii) a valid passport issued by a foreign government; or

43 (iv) a valid municipal identification card issued pursuant to section  
44 3-115 of the administrative code of the city of New York; and

45 e. the date of notarization, the fee charged for the notarial act, the  
46 notary's home or business phone number, the notary's business or resi-  
47 dence street address, the notary's commission expiration date or the  
48 commissioner of deeds appointment expiration date, the correct legal  
49 name of the notary's employer or principal, and the business street  
50 address of the notary's employer or principal.

51 4. The notarial record required under subdivision three of this  
52 section shall be created and maintained for each person or represen-  
53 tative whose signature is the subject of a notarial act regarding a  
54 document of conveyance. It shall be in substantially the following form:  
55 NOTARIAL RECORD:

56 DEED TRANSFER

1 I, \_\_\_\_\_ (GRANTOR) HEREBY AUTHORIZE THE TRANSFER OF  
2 OWNERSHIP OF MY PROPERTY TO THE GRANTEE DESIGNATED BELOW. I UNDERSTAND I  
3 MAY BE TRANSFERRING OWNERSHIP OF MY HOME.

4 Date Notarized:

5 Fee: \$

6 The undersigned grantor hereby certifies that the real property identi-  
7 fied in this notarial record is residential real property as defined in  
8 section 135-c of the executive law.

9 Grantor's (Signer's) Printed Name:

10 Grantor's (Signer's) Signature:

11 Grantor's (Signer's) Residential Street Address, City, State and Zip  
12 Code:

13 Grantee's Relationship to Grantor:

14 Grantee's (Signer's) Printed Name:

15 Grantee's (Signer's) Signature:

16 Grantee's (Signer's) Residential Street Address, City, State and Zip  
17 Code:

18 Type or Name of Document of Conveyance:

19 PIN No. of Residential Real Property:

20 Common Street Address of Residential Real Property:

21 Description of Means of Identification:

22 Additional Comments:

23 Name of Notary or Commissioner of Deeds Printed:

24 Notary Phone Number:

25 Commission or Appointment Expiration Date:

26 Street Address of Notary, City, State and Zip Code:

27 Name of Notary's Employer or Principal:

28 Business Street Address of Notary's Employer or Principal, City, State  
29 and Zip Code:

30 5. Filing of the notarial record. The notary or commissioner of deeds  
31 shall file the notarial record in accordance with the procedures set  
32 forth in this subdivision.

33 a. Except as provided in paragraph b of this subdivision, the notarial  
34 record shall be delivered no later than fourteen days after it is  
35 created to the clerk or office of the register of the county or city  
36 within which the residential property that is the subject of the convey-  
37 ance is located.

38 b. If the notarial record was created by a notary public in the scope  
39 of his or her work for a title insurance company, title insurance agent,  
40 financial institution, law firm or attorney at law, the notary public  
41 shall deliver the notarial record no later than fourteen days after it  
42 is created to such title insurance company, financial institution, law  
43 firm or attorney at law. Such title insurance company, financial insti-  
44 tution, law firm or attorney at law, or any successor or assignee of  
45 such title insurance company, financial institution, law firm or attor-  
46 ney at law within the seven-year retention period, shall retain the  
47 notarial record and may disclose such record only as permitted under  
48 subdivision seven of this section.

49 6. The notarial record shall be retained for seven years in accordance  
50 with the procedures described in subdivision five of this section and  
51 with the confidentiality and disclosure provisions established in subdi-  
52 vision seven of this section. No copies of the original notarial record  
53 may be made or retained by the notary. The notary's employer or princi-  
54 pals pursuant to paragraph b of subdivision five of this section, or a  
55 notary attorney acting within the scope of his or her employment may  
56 retain copies of the notarial records as business records, subject to

1 applicable privacy and confidentiality standards outlined in subdivision  
2 seven of this section.

3 7. The notarial record shall not be disclosed nor shall its contents  
4 be made known except as provided in this subdivision.

5 a. A certified copy of a notarial record shall be provided to the  
6 United States or any department thereof, the state or any department  
7 thereof, and the city of New York or any department thereof, provided  
8 that such notarial record is required for official business.

9 b. A certified copy of a notarial record shall be provided in accord-  
10 ance with a judicial order.

11 c. Upon written request by the grantor or a legal representative of  
12 the grantor who is named in the notarial record.

13 8. Any person or entity violating the provisions of this section  
14 shall, in addition to all other penalties provided by law, be liable for  
15 a civil penalty of up to two hundred fifty dollars for each such  
16 violation. The secretary of state may assess such penalty following an  
17 adjudicatory proceeding conducted in accordance with the state adminis-  
18 trative procedure act.

19 9. The failure of a notary or a commissioner of deeds to comply with  
20 the procedure set forth in this section shall not affect the validity of  
21 the residential real property transaction in connection to which the  
22 document of conveyance is executed, in the absence of fraud.

23 § 2. Section 136 of the executive law is amended by adding a new  
24 subdivision 3 to read as follows:

25 3. For performing a notarial act related to a document of conveyance  
26 for which a notarial record is required pursuant to section one hundred  
27 thirty-five-c of this article, the notary or commissioner of deeds may  
28 charge a fee of twenty-five dollars in addition to any fees required to  
29 file the notarial record.

30 § 3. This act shall take effect immediately.