ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
AFFIDAVIT – A sworn statement affecting an interest in property, must be sworn to before notary/commissioner of deed	703	REQUIRED	Party 1= Link= Book/page	Grantor – Property Owner / Deceased Property Owner / Mortgagor / Judgment Debtor	-Link to Book&Page of Deed / Mortgage of affected property, Power of Attorney, Lease, Right of Way, Agreement, Easement, if any ENTER AS: Book Type*/Book # / Page # *Book Types: "Q"=Judgment Book/Corporation Filings; "D"=Deed Book; "P"=Power of Attorney; "V" Master Mortgage; "M"=Mortgage Book; "K"=Documents related to Court Filing/Judgment; "L"=Lis
AFFIDAVIT – Affidavits by land surveyor/engineer regarding a survey previously filed under an existing map cover	73M		Party 1= Link=	Subdivision Name Map Cover Number ENTERED AS: "N" #### / Page 1	Pendens; "R"=In Rem;
2552					
DEEDS DEED – A legal instrument in writing by which title to real property is transferred from one	DEED	TP-584 RP-5217	Consideration= Legal Desc=	Amount paid as consideration Legal description of real property	NOTE: If IT-2663 is required, transaction will NOT be accepted electronically.
person/entity to another.			Party 1= Party 2=	GRANTOR(S) GRANTEE(S)	NOTE: If partial exemption for local transfer tax is claimed, the transaction will NOT be accepted electronically.
			Link= Deed_Locality	Use smallest government entity,, i.e., village instead of	Deed (D) Book & Page used for correcting/rerecorded deeds Entered as: D BookNo. PageNo. Mortgage (M) Book & Page used when existing mortgage

ERIE DOC TITLE (Rev 5/10/13)	DOC	Add'l	Field Name	REQUIRED ENTRY	Optional Information/Notes
	CODE	form(s) REQUIRED		RED Party Names REQUIRED as listed	
		REQUIRED	ctrl+click to use hyperlink to approved list	town	assumed Entered as: M BookNo. PageNo.
			Deed Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	
			Primary_Use_of_ Property ctrl+click to use hyperlink to approved list	Select property type set forth on RP-5217 at #7 and #18.	
DEED - Correcting/Rerecord	DEED				
A legal instrument in writing by		TP-584	Consideration=	Amount paid as consideration	NOTE: If IT-2663 is required,
which title to real property is transferred from one person/entity to another.		RP-5217	Legal Desc=	Legal description of real property	transaction will NOT be accepted electronically.
porodrivorially to another.			Party 1=	GRANTOR(S)	NOTE: If partial exemption for
			Party 2=	GRANTEE(S)	local transfer tax is claimed, the transaction will NOT be accepted electronically.
			Link=	entered as: D BookNo. PageNo. (for Deed)	
			Deed Locality ctrl+click to use hyperlink to approved list	Use smallest government entity,, i.e., village instead of town	Deed (D) Book & Page used for correcting/rerecorded deeds Entered as: D BookNo. PageNo. Mortgage (M) Book & Page used when existing mortgage assumed
			Deed Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	Entered as: M BookNo. PageNo.
			Primary Use of Property ctrl+click to use hyperlink to approved list	Select property type set forth on RP-5217 at #7 and #18.	
DOCUMENTS AFFECTING A DEE	D				
AGREEMENT – A document (contract) having	704		Legal Desc=	Legal description of real property or common address; if none, type "SEE"	NOTE: If the Agreement affects
a lawful purpose or objective entered into voluntarily by two or more parties, each of whom intends to create one or more			Party 1=	Grantor – all party/parties who sign	real property, MUST provide legal description.
interior to create one or more	l				1

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
legal obligations between them regarding real property. May include Agreements to waive rights in real property or agreements to indemnify (i.e., enforcement of judgment), license agreements (without TP-584), Regulatory Agreements		megomes and a second	Link= Book/Page	;	Book & Page of deed describing real property, if none given, MUST provide legal description ENTER AS: Book Type*/Book # / Page # *Book Types: "Q"=Judgment Book/Corporation Filings; "D"=Deed Book; "P"=Power of Attorney; "V" Master Mortgage; "M"=Mtg Book; "K" related to Court Filing/Judgment; "L"=Lis Pendens; "R"=In Rem;
Assignment of Lease-No Transfer Tax An Assignment of Lease is a contract which assigns all title, right and interest in a lease to another party.	72L		Legal Desc= Party 1= Party 2=	Legal property description Assignor –undersigned listed as borrower, grantor or assignor Assignee- listed in document as assignee or lender	
Assignment of Rents- An Assignment of Rents is a contract which assigns all title, right and interest in rent/income from a property to a party and is utilized by lenders in the event of a default in the payment of a mortgage on a property.	2R		Legal Desc= Party 1= Party 2=	Legal property description Assignor –undersigned listed as borrower, grantor or assignor Lender- listed in document as assignee or lender	
Lease Agreement w/ TP584 Memo of Lease An Agreement whereby one party conveys to another the use of real property in consideration of rent or other recompense where term and any options for renewals exceeds 49 years; substantial capital imProvements are/will be made;	792	TP584	Consideration Legal Desc= Party 1= Link Book/Page	Amount used to calculate transfer tax Legal property description GRANTOR=Lessor/Landlord-all parties who sign Deed book(s)&page(s) of affected property entered as: D BookNo. PageNo.	Party 2= LESSEE/tenant – identified Lessee or all other parties that DO NOT sign the document

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
and leased premises are all or substantially all of premises constituting the real property.					
BOUNDARY LINE or RECIPROCAL EASEMENT AGREEMENT – An agreement that establishes the boundary line between two properties and by which each property owner conveys to the other interests in real property formerly occupied by the other	706	TP-584 Required for all affected parcels	Consideration: Legal Desc= Party 1= Link= Book/Page	Amount paid as consideration Legal description of real property GRANTOR – all parties who sign Deed Book & Page for each party-Minimum entry will be two. Entered as: BookNo. PageNo.	
CONSENSUAL LIEN – An agreement to accept a grant (usually available through governmental agencies) conditioned upon a promise to make improvements to the real property, often imposes restrictions Includes Regulatory Agreements	707		Consideration= Legal Desc= Party 1= Party 2=	Amount of grant City/Town/Village abbreviation and common address GRANTOR / Property Owner, person who signs Municipality / Lender	NOTE: Document does NOT require acknowledgment but MUST contain original signatures. Signed by all parties.
CONTRACT of SALE for REAL PROPERTY	709		Legal Desc= Party 1= Party 2=	Legal description of real property; if none, enter "SEE" GRANTOR / Seller GRANTEE / Purchaser	NOTE: Document does NOT require acknowledgment but MUST contain original signatures NOTE: Contract must include legal property description, common address or tax identification number ("SBL")
CONTRACT or AGREEMENT with TP-584 — A document (contract) having a lawful purpose or objective entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them regarding real property.	715	TP-584	Legal Desc= Party 1= Consideration=	Legal description of real property; if none, enter "SEE" All parties who sign Purchase Price	NOTE: Document does NOT require acknowledgment but MUST contain original signatures

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
This document type is used when a TP-584 is presented (the tax form might not legally be required, i.e., license).					
EASEMENT / RIGHT of WAY A document by which non- possessory right to use and /or enter onto the real property of another.	785	TP-584	Consideration= Legal Desc= Party 1= Party 2=	Amount paid as consideration Legal description of real property; if none, City / Town / Village abbreviation ONLY GRANTOR(S) GRANTEE(S)	
			Link= Deed_Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due	Deed (D) Book & page of all affected properties Entered as: D BookNo. PageNo.
MORTGAGE PARTITION AGREEMENT – An Agreement to divide and apportion the security interest into two or more separate mortgages on two or more separate properties.	717	Mortgage Tax Affidavit	Legal Desc= Party 1= Party 2= Link=	Mortgagor / Borrower Mortgagee / Lender Mortgage (M) Book & Page of mortgage being partitioned Entered as: M BookNo. PageNo.	Legal property description must be attached but is not indexed.
CERTIFICATE – (non-Bankruptcy Court)	731		Legal Desc= Party 1= Party 2=	Legal description of real property; if none, type "SEE" Grantor Grantee	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
CERTIFICATE/NOTICE from BANKRUPCTY COURT – Includes Certificate/Notice of Abandon-ment from Trustee,	739		Legal Desc=	Legal description of real property or common address; if none, type "SEE"	
Discharge of Bankruptcy, Notice to Sell			Party 1=	Debtor	
NOTICE of / CERTIFICATE of COMPLETION – Instrument filed by entity legally oblig-ated to complete	740		Legal Desc=	Legal description of real property or common address; if none, type "SEE"	
a project, such as repairs or redevelopment, certifying to its			Party 1=	Agency (City/County Agency)signing	
completion, i.e., environmental reme-diation pursuant to 6			Party 2=	Developer / Property Owner / Site Name	
NYCRR 375-1.9.			Link=	BOTH Deed Book & Page for Deed and Contract of Sale Book & Page, if recorded. ENTERED AS: "D"/Book #/Page#	
CERTIFICATE of COMPLIANCE-	741		Legal Desc=	Legal description of real property	
Instrument filed certifying to compliance with all architectural requirements or			Party 1=	Builder / Developer	
restrictions imposed upon real property.			Link=	Deed (D) Book & page of Declaration / Restrictions	May be linked to Map Cover Number – if so, would be entered as N/Cover Number and Page = 1
RESOLUTION – Certified written motion or notice adopted by administrative board or board	70U		Legal Desc=	Legal description of real property or common address; if none, type "SEE"	
of directors of a corporate entity (including limited liability			Party 1=	Grantor	
companies) regarding the purchase, sale, or mortgage of			Party 2=	Grantee	
real property.			Link=		Deed (D) Book & Page Entered as: D BookNo. PageNo.
RESTRICTIONS – Document pertaining to use of	70V		Legal Desc=	Legal description of real property; if none, type "SEE"	
real property that may require certain action, impose conditions upon or prohibit			Party 1=	Grantor / All parties who sign	
certain uses of real property,			Party 2=	Subdivision Name or city / town / village	
			Link=		Deed (D) Book & Page for

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'I form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
		,			affected property Entered as: D BookNo. PageNo.
ASSIGNMENT of INTEREST in REAL PROPERTY	71X	TP-584	Legal Desc=	Legal description of property; IF NONE, enter common address with City / Town / Village	
			Consideration=	Amount paid for consideration.	
			Party 1=	Grantor / Assignor / All parties who sign	
			Party 2=	Grantee / Assignee	
			Link=		Deed (D) Book & Page of
			Deed Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	affected property Entered as: D BookNo. PageNo.
TRUST AGREEMENT, MEMO of TRUST	724		Legal Desc=	Legal description of property; if none, enter "SEE"	
			Party 1=	All parties who sign	
			Party 2=	All others and name of Trust	
			Link=		Deed (D) Book & Page of affected property Entered as: D BookNo. PageNo.
CERTIFIED COPY of PETITION, ORDER, or	750		Legal Desc=	Legal description of property; if none, enter "SEE"	
JUDGMENT – Petition, Order or Judgment			Party 1=	Grantor / Defendant	
relating to real property; Includes Petition of			Party 2=	Grantee / Plaintiff / Estate/ Decedent / Heir / Distributee	
Condemnation, Order to Dismiss Bankruptcy or document filed in Sur-rogate's Court - excludes Order directing conveyance or reconveyance of real property; vacature or expungement of instrument.			Link=		Deed (D) Book & Page Entered as: D BookNo. PageNo. Mortgage (M) Book & Page Entered as: M BookNo. PageNo.
instrument.					

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'I form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
CERTIFIED COPY of LETTERS of ADMINISTRATION or TESTAMENTARY	756		Party 1=	Petitioner / Executor / Executrix / Administrator / Administratrix	
TEST/WEIVI/WCI			Party 2=	Decedent EST	
CERTIFIED COPY of EXEMPLIFIED WILL	757		Party 1=	Testator / Testatrix / Decedent	
CERTIFIED COPY of COURT ORDER / DECREE – affecting title or possession, use or enjoyment of real property	762		Legal Desc=	Legal description of property; If none, enter common address with City / Town / Village ENTERED AS "I YYYY#######"	NOTE: Order conveying title to real property presented with TP 584 and RP 5217 is recorded as a Deed.
proporty			Party 1=	Defendant / Debtor / Decedent	
			Party 2=		Prevailing Party / Grantee / Any other parties mentioned
			Link=		Deed (D) Book & Page Entered as: D BookNo. PageNo. Mortgage (M) Book & Page Entered as: M BookNo. PageNo.
CONSENT – Includes consent to improvements, Shareholders	768		Legal Desc=	Legal description of property; If none, enter "SEE:	
consent			Party 1=	Grantor / All parties who sign	
			Party 2=	Grantee / Any additional party mentioned but not signing	
			Link=		Deed (D) Book & Page Entered as: D BookNo. PageNo.
COVENANTS / DECLARATIONS / RESTRICTIONS –	774		Legal Desc=	Legal description of property; if none enter SEE	NOTE: If none provided, must enter Link.
Document (Declaration) containing easements and/or restrictions; or an agreement			Party 1= Party 2=	Grantor / All parties who sign / name of Condominium Grantee / Any additional party mentioned but not signing	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
or promise to refrain from doing a particular act, usually a provision preserving, protecting, or restricting the use of real property Includes Declaration of Condominium and Restrictive Covenants			Link=		Deed (D) Book & Page Entered as: D BookNo. PageNo.
LEASE – HOOVER BEACH	793	TP-584 RP-5217	Consideration= Legal Desc=	Amount paid as consideration Legal description of real property	
			Party 1=	Tenant(s)	
			Deed_Locality ctrl+click to use hyperlink to approved list	Use smallest government entity,, i.e., village instead of town	
			Deed Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	
			Primary_Use_of_ Property ctrl+click to use hyperlink to approved list	Select property type set forth on RP-5217 at #7 and #18	
OIL & GAS LEASE	795	TP-584	Consideration=	Amount paid as consideration	
			Legal Desc=	Legal description of real property , tax identification number ("Section/Block/Lot")	
			Party 1=	Lessor	
			Party 2=	Lessee	
			Deed Exemption ctrl+click to use hyperlink to approved list	Select Type of Affidavit/Reason Submitted to exempt Part or All of Transfer Tax Due.	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s)	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
AMENDMENTS TO DEED LIDE	D DOC:	REQUIRED			
AMENDMENTS TO DEED LIBE		JIVIEN I S			
AMENDMENT – An instrument revising a record other than mortgage, easement, or right of way, i.e.,	AMD		Legal Desc=	Legal description of Real Property or Common Address; If None, Type "SEE"	NOTE: To amend a map filed under a Map Cover, see 73M (Affidavit to Amend Map Cover)
Restrictive Covenants, Restrictions, Assignment of Rents or Rents and Leases,			Party 1=	GRANTOR – all parties who sign	(Allidavit to Alliend Iviap Cover)
Trust Agreement.			Party 2=	GRANTEE – all parties who have not signed or NONE	
			Link= Book/Page	Book & Page of record being amended ENTERED AS: Book Type* BookNo. PageNo.	
				*Book Types: "Q"=Judgment Book/Corporation Filings; "D"=Deed Book; "P"=Power of Attorney; "V" Master Mortgage; "M"=Mortgage Book; "K"=Documents related to Court Filing/Judgment; "L"=Lis Pendens; "R"=In Rem;	
CANCELLATION /	CAN				
DISCHARGE /			Party 1=	Property Owner	
SATISFACTION -					
of record affecting real			Link=	Book & Page of original record	
property where TP-584 NOT			Book/Page	Entered as: D BookNo. PageNo.	
required; i.e., other than					
Mortgage or mortgage related					
security instruments, Lease,					
Lis Pendens, Judgment					
CANCELLATION /	CNT				
DISCHARGE /		TP-584	Consideration=	Amount paid as consideration	
SATISFACTION					
/SURRENDER –					
of record affecting real			Party 1=	Property Owner	
property where TP-584 is					
required.			Link=	Book & Page of document being cancelled, etc.	
			Book/Page	Entered as: D BookNo. PageNo.	
SATISFACTION of TAX LIEN	743				
(ASSIGNED) –			Party 1=	Final Assignee	
Certificate of satisfaction of					
payment of tax lien assigned			Party 2=	Property Owner	
to private party, not a					
governmental entity			Link=	ENTER"Required EntryED AS: "D"/Book # / Page # of original Tax Lien Transfer (Code 742)	
			Full SBL=	Full Tax Identification Number ("Section, Block and Lot"	
	L		i dii ODL-	Tan Tax Identification Number (Dection, Diock and Lot	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
				- 16 digit, no punctuation)	
CERTIFICATE of REDEMPTION of TAX LIEN – Certificate of	744		Party 1=	Lienor	
redemption/satisfaction of			Party 2=	Property Owner	
payment of tax lien prepared by governmental entity, usually filed by taxpayer			Link=	Entered as: R InRemNo. SerialNo. of property, i.e., In-Rem #162, Serial #138 should be entered as R 162 138	
			Index Number=	ENTERED as "I YYYY######"	
MORTGAGE					
Mortgage	MTG				
Written instrument creating a lien on real property			Lender Type=	Bank or Private	Mark Offs: Mortgage ALWAYS REQUIRED
as security for the payment of a debt.			Mortgage Amount=	Amount used to calculate mortgage tax	when new money added to existing lien Master Mortgage ALWAYS
			-Locality_ctrl+click to use hyperlink to approved	City or Town property is situate	REQUIRES link to the" V" book and page of the form
			- Dwelling Type ctrl+click to use hyperlink to approved list	Type of improvement/structure on property	Lender Type Private: -includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part
			-Exemption ctrl+click to use hyperlink to approved list	Select type of Affidavit/reason submitted to exempt part or all mortgage tax due	of mortgage tax)
			Legal Description	Legal Property description	
			Party 1=	Mortgagor/Borrower signing document	
			Party 2=	Mortgagee/Lender	
			Link Book/Page	entered as: M BookNo. PageNo. (for Mortgage)	
				V BookNo. PageNo (for Miscellaneous) If none no entry to field	

ERIE DOC TITLE (Rev 5/10/13)	DOC	Add'l	Field Name	REQUIRED ENTRY	Optional Information/Notes
, , , ,	CODE	form(s)		RED Party Names REQUIRED as listed	
Manda and Constitution / Ba	NATO	REQUIRED			DEOLUDEO:
Mortgage-Correcting/Re- record	MTG		Lender Type=	Bank or Private	-REQUIRES: -EITHER original cover page showing mortgage tax paid (or)
Written instrument correcting a defect on or information contained in a			Mortgage Amount=	Amount of mortgage	Mortgage Tax Affidavit -AND statement on document
previously recorded mortgage.			-Locality_ctrl+click to use hyperlink to approved	City or Town property is situate	as to the reason for the re- record/correction that includes the recording date and book and
			-Dwelling Type ctrl+click to use hyperlink to approved list	Type of improvement/structure on property	page of the document being corrected Note: Corrections/changes to the body of the document
			-Exemption ctrl+click to use hyperlink to approved list	Select type of Affidavit/reason submitted to exempt part or all mortgage tax due	require the signatures to be reacknowldeged Lender Type Private:
			Legal Description	Legal Property description	-includes Federal Credit Union -requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax)
			Party 1=	Mortgagor/Borrower signing document	of mongago taxy
			Party 2=	Mortgagee/Lender	
			Link Book/Page	entered as: M BookNo. PageNo. (for Mortgage)	
				V BookNo. PageNo (for Miscellaneous)	
DOCUMENTS AFFECTING A MO	RTGAGE				
Assignment of Mortgage-	4				
Document that transfers			Party 1=	Assignor-signed document.	
the rights in and duties of a single mortgage lien or consolidated mortgage from one			Party 2=	Assignee listed on document after words similar to "sells, assigns, transfers and sets over".	If Assignor is MERS as nominee, enter as: MORTGAGE
"lender" to a new "lender".			Link Book/Page	Link to Mortgage	ELECTRONIC REGISTRATION SYSTEMS INC NOM
NOTE: An Assignment listing multiple links; all mortgages listed must be either modified or consolidated to form one mortgage to use doc code 4 and charge only the \$.50 fee per link. When the mortgages				entered as: M BookNo. PageNo.	If Assignee is "MERS as nominee" index who they are nominee for. NOTE: Document must include entity or whom MERS is acting as nominee
affect various mortgagors and					

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
are NOT consolidated USE code 4B to charge \$3.50 for each additional link					
Assignment of Mortgage-Blanket Document that transfers the rights in and duties of multiple unrelated mortgages or multiple unrelated consolidated mortgages from one "lender" to a new "lender. NOTE: Code 4B includes \$.50 fee for 1st mortgage link, must charge \$3.50 for each additional link. IF ALL mortgages are either modified or consolidated to form one mortgage use code 4, and only charge \$.50 for each link.	4B		Party 1= Party 2= Link Book/Page	Assignee listed on document after words similar to "sells, assigns, transfers and sets over". Link to Mortgage entered as: M BookNo. PageNo	If Assignor is MERS as nominee, enter as: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC NOM If Assignee is "MERS as nominee" index who they are nominee for. NOTE: Document must include entity or whom MERS is acting as nominee
Assignment of Assignment of Rents Document that transfers the rights in and duties of the holder of an Assignment of Rent to an Assignee.	4R		Party 1= Party 2= Link Book/Page	Assignor-signed document. Assignee listed on document after words similar to "sells, assigns, transfers and sets over". Link to Assignment of Rents entered as: M BookNo. PageNo	
Assumption – Agreement by one party (usually the grantee of a deed) to assume the balance of a debt secured by a mortgage covering real property that s/he is buying.	705		Legal Desc= Party1= Party2= Link Book/Page	Legal property description Purchaser=new borrower(s)/transferee signing the agreement Grantee=Lender AND Original Borrower(s)/transferor Link to Mortgage being assumed entered as: M BookNo. PageNo	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s)	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
Mtg Consolidation Agreement between a mortgagee and mortgagor to consolidate into one lien, multiple debts secured by the mortgage lien. NEW money is processed/coded as a mortgage to collect the additional mortgage tax due	M7C	REQUIRED MtgTax Affidavit	Party1= Party2 = Link Book/Page	Borrower/Property Owner who sign are indexed; other names listed on the document indicating previous mortgagor(s) are NOT indexed if they do not sign Mortgagee/Lender Link to Mortgage being consolidated entered as: M BookNo. PageNo. (for Mortgage) AND when form mortgage listed V BookNo. PageNo (for Miscellaneous)	NOTE: Master Mortgage in "V" book must be entered and \$.50 fee charged; mortgage filed simultaneously to be consolidated must be entered AND added to image of document
Mortgage Modification/ Extension Agreement between a mortgagee and mortgagor to amend the terms of the mortgage lien. NEW money is processed/coded as a mortgage to collect the additional mortgage tax due	M7	MtgTax Affidavit	Party1= Link Book/Page	Borrower/Property Owner who sign are indexed; other names listed on the document indicating previous mortgagor(s) are NOT indexed if they do not sign Link to Mortgage being modified/extended entered as: M BookNo. PageNo. (for Mortgage) AND when form mortgage listed V BookNo. PageNo (for Miscellaneous)	NOTE: Master Mortgage in "V" book must be entered and \$.50 fee charged; mortgage filed simultaneously to be consolidated must be entered AND added to image of document

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
Mortgage Satisfaction/ Discharge- Document indicating that the mortgage amount has been paid in full. NOTE: Document types 3 and 3C are based on the recording date of the original mortgage.			Party 1= Party 2= Link Book/Page	Mortgager Mortgagee Link to Mortgage being discharged/satisfied entered as: M BookNo. PageNo	FIELDS required for All Doc Codes 3 3C 3M 3P 3R: -Pages -Mark Offs -Party 1 -Party 2 -Link Book/Page
3 = Pre-1/1/1986 3C = 1/1/1986-present 3M = Signed by MERS as Nominee 3P = Releases some but not all Party(ies) 3R = Discharge Assign of Rents	3M 3P		Party 2= Party 1=	Nominee entered as: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC Mortgagors that are being released from the lien	Note Specific entries for certain fields for Doc Codes 3M 3P 3R
	3R		Link Book/Page	Link to Assignment of Rent being discharged/satisfied entered as: M BookNo. PageNo	
Mortgage Spread Agreement- An agreement adding additional parcel(s) to an existing mortgage, thereby "spreading" the lien over more than the real property originally securing the debt.	722	MtgTax Affidavit	Legal Desc= Party1= Party2= Link Book/Page	Legal property description of ADDED PARCEL Mortgagor=owner of property/borrower for EACH mortgage listed Mortgagee=lender Link to Mortgage being spread entered as: M BookNo. PageNo	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'I form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
Mortgage Tax Payment only- Transaction for payment of mortgage tax only when the			Londor Timo	Post of Prints	Landa Tara Britan
underlying document is not recordable.			Lender Type= Mortgage	Bank or Private	Lender Type Private: -includes Federal Credit Union
			Amount	Amount of Mortgage used to calculate tax	-requires Mortgage Tax Affidavit to exempt Special Additional part of mortgage tax)
			-Locality—ctrl+click to use hyperlink to approved	City or Town property is situate	of morigage tax)
			-Dwelling Type ctrl+click to use hyperlink to approved list	Type of improvement/structure on property	
			-Exemption ctrl+click to use hyperlink to approved list	Select type of Affidavit/reason submitted to exempt part or all mortgage tax due	
			Party1=	Mortgagor=borrower(s)	
			Link Book/Page	Mortgage enter as: M BookNo. PageNo (or) Land Contract recorded simultaneously entered as: D BookNo. PageNo	MUST enter Link Book/Page when collecting additional tax on a mortgage already recorded (or) to show mortgage tax was collected when filing a Land Contract

ERIE DOC TITLE (Rev 5/10/13)	DOC	Add'l	Field Name	REQUIRED ENTRY	Optional Information/Notes
	CODE	form(s) REQUIRED		RED Party Names REQUIRED as listed	
Negative Pledge Agreement- Agreement made by	716	MtgTax Affidavit	Lender Type=	Bank or Private	
borrower of funds that the borrower will not sell, transfer, convey or otherwise encumber			Mortgage Amount	Amount of mortgage	
all, or a portion of, the borrower's real property.			-Locality_ctrl+click to use hyperlink to approved	City or Town property is situate	Lender Type Private: -includes Federal Credit Union -requires Mortgage Tax Affidavit
When there is no proof of			-Dwelling Type ctrl+click to use hyperlink	Type of improvement/structure on property	to exempt Special Additional part of mortgage tax)
prior payment of mortgage tax, the document should be processed/coded as a mortgage MTG			to approved list -Exemption ctrl+click to use hyperlink to approved list	Select type of Affidavit/reason submitted to exempt part or all mortgage tax due	
			Legal Desc=	Legal property description	
			Party 1=	Owner (signs)	
			Party2=	Lender	
			Link Book/Page	Link to affected Mortgage entered as: M BookNo. PageNo	
Release (Partial) of Mortgage	REL			W Beaute. Tagarta	
Premises- Agreement whereby			Legal Desc=	Legal property description of RELEASED PARCEL	
lender agrees to release			Party1=	Lender/Grantor-signs document	
specifically described real property from a mortgage			Party2=	Owner=listed after "quit claim and convey to"	
			Link Book/Page	Link to Mortgage being released entered as: M BookNo. PageNo	
Subordination of Mortgage	721			IVI DOUNING. Fageing	
An agreement	/ 21				
between two lenders having			Party1=	1st/Original Lender-signs document	
separate security interests in a subject parcel of property and			Party2=	Property Owner AND New Lender	
the mortgagor to consent to a change in order of priority of			Link Book/Page	Link to Mortgage being subordinated	
secured interests.				entered as: M BookNo. PageNo	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
Subordination (by and to same Lender) An agreement between one lender having separate security interests in a subject parcel of property and the mortgagor to consent to a change in order of priority of secured interests.	799		Party1= Party2= Link Book/Page	Lienor-signs document Debtor/Property Owner Link to Mortgage being subordinated entered as: M BookNo. PageNo	
Subordination of Lease An agreement between a tenant and lender having a security interest in a subject parcel of property and the mortgagor to consent to the subordination of the lease or rights of the tenant to the rights of the lender	72N		Party1= Party2= Link Book/Page	Tenant/Lessor Grantee-index all listed: landlord, lessee, owner and mortgagee Link to Lease being subordinated entered as: D BookNo. PageNo	
BUILDING LOAN AND NOTICE O	F LENDIN	NG			
Building Loan Agreement- A contract (sometimes titled: Rehabilitation Loan Agreement) whereby a lender, in consideration of the promise of an owner of real property to make an improvement on real property, agrees to make advances to or for the account of the owner, (such advances) to be secured by a mortgage on such real property.	341	Section 22 Affidavit	-Amount= Legal Desc= Party 1= Party2=	Loan amount to be advanced/total sum available legal property description Borrower (signature&full acknowledgement) / Property Owner Lender (signature&full acknowledgement) / Mortgagee	Section 22 Affidavit - statement under oath, verified by the borrower, showing the consideration paid, or to be paid, for the loan described therein, and showing all other expenses, if any, incurred, or to be incurred in connection therewith, and the net sum available to the borrower for the improvement To be included as part of the document image, NOT separately as a related document.

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'I form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
-Amend/Modify/Subordinate	342	REQUIRED	Party 1= Link Book/Page	if there is no change to the borrower(s) -must enter the word AMENDMENT; when there is a change to the borrower name(s) -type amended Borrower name(s) Link to Building Loan being amended/modified entered as: Q BookNo. PageNo	Fields that must be made available for entry of changed data: -Amended Amt=(optional) ONLY when there is a change to the total lien amount -Amended Desc=(optional) ONLY when there is a change to the legal description of the property
-Assignment of	343		Party 1= Party 2= Link Book/Page	Assignor-Current Lender (signs) Assignee-New Lender Link to Building Loan being assigned entered as: Q BookNo. PageNo	
Partial Release	344		Legal Desc= Party 1= Link Book/Page	Legal property description of property being released Must be entered as PARTIAL RELEASE Link to Building Loan being released entered as: Q BookNo. PageNo	
-Discharge	345		Party 1= Link Book/Page	Must be entered as DISCHARGED Link to Building Loan being discharged entered as: Q BookNo. PageNo	
Notice of Lending	308		Amount= Common Addr= Party 1= Party2=	Maximum balance of advances City, Town or Village abbreviation and street address of property DebtorPerson(s) to whom or on whose behalf advances are made Lienor-Name/Entity making advances	
-Amend/Modify	AFD		Party 1=	if there is no change to the debtor(s) -must enter the word AMENDMENT ; when there is a change to the debtor name(s)	Fields that must be made available for entry of changed

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
		REQUIRED	Link Book/Page	-type amended Debtor name(s) Link to Notice of Lending being amended/modified entered as: Q BookNo. PageNo	data: -Amended Amt=(optional) ONLY when there is a change to the total amount -Legal Desc=(optional) ONLY when there is a change to the description of the property
-Assign (\$5)	309		Party 1= Party 2= Link Book/Page	Assignor-Current Lender (signs) Assignee-New Lender Link to Notice of Lending being assigned entered as: Q BookNo. PageNo	
Partial Release	PRF		Legal Desc= Party 1= Link Book/Page	Legal property description of property being released Must be entered as PARTIAL RELEASE Link to Notice of Lending being released entered as: Q BookNo. PageNo	
-Cancel/Discharge	CFD		Party 1= Link Book/Page	Must be entered as CANCEL/DISCHARGE Link to Notice of Lending being discharged entered as: Q BookNo. PageNo	
UNIFORM COMMERCIAL CODE		-			
UCC 1-Vendee Filing in Clerk's Office only where: Collateral is as- extracted collateral or timber to	801		Legal Desc=	Addendum box 14 MUST list full legal property description OR city/townvillage & common address.	COOPERATIVE ADDENDUM required when collateral is interest in cooperative, may be filed separately or as Addendum
be cut; collateral is goods that are to become fixtures; or collateral is cooperative interest			Party 2=	Debtor Name AND Address=Box #1 and/or 2 must list debtor name(s) and full address Secured Party AND Address=Box 3 must list Secured	to UCC-1 (original financing statement) -Item #24-Cooperative unit property filing data in addition to
-Box 6 MUST be check to be accepted at County level to file in real estate records			Party 3=	party name and full address for Secured party or representative. Representative does not need to identify relationship. Owner; Addendum box 15 should list name of record owner; if none listed- the debtor in box 1 and/or 2 becomes record owner.	real property description; Unit #, if given; Address; Town/City; Name of cooperative organization

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s)	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
	CODE	REQUIRED		NES Fairly Names Regarded as instead	
UCC 3-Continuation Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party information or amendment of collateral	803		Party 1= Link Book/Page	Debtor (enter all debtors <u>and</u> property owners) Link to UCC-1 being continued <u>entered as:</u> Q BookNo. PageNo	
-Box 3 is checked					
UCC 3-Assignment Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party	805		Party 1= Party 2=	Must be entered as ASSIGNMENT Assignee name <u>AND</u> address from box #7 on UCC3	
information or amendment of collateral -Box 4 is checked			Link Book/Page	Link to UCC-1 being assigned entered as: Q BookNo. PageNo	
-if partial assignment,check appropriate box in Item #8 UCC 3-Release				Q DOUNTO. 1 agoito	
Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party	807		Party 1=	Release Property: -Must be entered as PROPERTY ONLY	
information or amendment of collateral -Box 8 "deleted" is checked to			Legal/Desc =	-Legal property description OR town&common address if legal not given for the amended property	Legal Description requires entry when releasing property but should be left blank when
release Property: (or) -Box 5 "Debtor" and "Delete" checked to			Party 1=	(or) Release debtor: Debtor name(s) being released	releasing a debtor
release debtor:			Link Book/Page	Link to UCC-1 being released entered as: Q BookNo. PageNo	
UCC 3-Amendment	809				
Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party information or amendment of collateral -Box 5 –affected party (Debtor or Secured Party)	303		Party 1= Party 2= Legal/Desc =	Change to Property- ONLY if box #8 "added" or "restated" is checked Must be entered as NONE AMENDED SEC PARTY Must be entered as NONE Legal property description OR town&common address if legal not given for the amended property	
			Party 1=	Change to any party requires entry of address for any changed party(ies): Change to Debtor-When Debtor checked in box 5,	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'I form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
			Party 2= Party 1= Party 2= Link Book/Page	Change is checked and information listed in box 7 AMENDED DEBTOR(s) Name&Address AMENDED SEC PARTY Must be entered as NONE Change to Secured Party: When Secured Party is checked in box 5, Change is checked and information listed in box 7 AMENDED DEBTOR=must be entered as NONE AMENDED SEC PARTY=amended name listed in box 7 Link to UCC-1 being amended entered as: Q BookNo. PageNo	Legal/Desc remains blank when only changing any party names or addresses
UCC 3-Termination Amendment Form (UCC3) used for termination, continuation, assignment, amendment of party information or amendment of collateral -Box 2 is checked	811		Party 1= Link Book/Page	Must be entered as TERMINATION Link to UCC-1 being terminated entered as: Q BookNo. PageNo	
POWERS OF ATTORNEY					
Power of Attorney Legal instrument delegating legal authority to another person(s)	7P		Party 1= Party 2= Party 1=	Private Individuals/entities (no matter the form or execution date): Grantor/Principal(s) delegating authority. Grantee- Agent and/or Successor Agent appointed. Commercial Entities-involving lenders/trustees, sellers and servicers must clearly identify both parties: Grantor/Principal(s)	Document requires residential address, not Post Office Box, for all parties
				Requires signature and acknowledgment -if trustee signs for a clearly titled trust: Index Trust name only w/TR designation -if trustee signs for non-clearly titled trust, certificates or series: Index name of Trustee w/TR as well as undefined trust, certificates, series (etc.) name w/TR	

ERIE DOC TITLE (Rev 5/10/13)	DOC CODE	Add'l form(s) REQUIRED	Field Name	REQUIRED ENTRY RED Party Names REQUIRED as listed	Optional Information/Notes
				 -check any attached Exhibit(s) to see if they are refer to the signor (Ex. signature is trustee, Exhibit lists for whom trustee is acting; names on exhibit to be indexed as Party 1 w/TR) 	
			Party 2=	Grantee-Agent-Usually stated after wording in the body of the document: "hereby constitutes and appoints" or "grant to". NOTE: Grantee does NOT sign on Commercial P/A.	
Power of Attorney-	7PA		Party 1=	Grantor/Principal- signature	
Amend/ Corrected			Party 2=	Grantee/Agent	
			Link Book/Page	Link to Power of Attorney being amended/corrected entered as: P BookNo. PageNo	
Power of Attorney- Revoke/Resign Terminates the authority granted in a recorded Power of Attorney.	7PR		Party 1= Party 2= Party 2= Link Book/Page	REVOCATION OF A DOCUMENT RECORDED IN THE ERIE COUNTY CLERK'S OFFICE: Grantor: signature of person revoking or resigning Grantee: party listed but did not sign-this would be the original grantee on a revocation or the original grantor on a resignation/renunciation GENERAL REVOCATION: Original power never recorded in ECCO-signed by the original grantor and does not list any link book&page or grantee names enter: Grantor- Principal who gave right to another Grantee-Must be entered as GENERAL REVOCATION Link to Power of Attorney being revoked/resigned entered as: P BookNo. PageNo	Link Book/Page is left blank for General Revocation

ERIE DOC TITLE (Rev 5/10/13)	DOC	Add′l	Field Name	REQUIRED ENTRY	Optional Information/Notes
	CODE	form(s)		RED Party Names REQUIRED as listed	
APPROVED LISTS FOR REQU	IIDED EI	REQUIRED			
Mortgage Locality					
Wortgage Locality				ALDEN TOWN (142089)	
				AMHERST (142289)	
6-digit code required in data				AURORA (142489)	
received by filer				BOSTON (142600)	
				BRANT (142889)	
				BUFFALO (140200)	
				CHEEKTOWAGA (143089)	
				CLARENCE (143200)	
				COLDEN (143400)	
				COLLINS (143689) CONCORD (143889)	
				EDEN (144000)	
				ELMA (144200)	
				EVANS (144489)	
				GRAND ISLAND (144600)	
				HAMBURG TOWN (144889)	
				HOLD (339999)	
				HOLLAND (145000)	
				LACKAWANNA (140900)	
				LANCASTER TOWN (145289)	
				MARILLA (145400)	
				N COLLINS TOWN (145889)	
				NEWSTEAD (145689)	
				ORCHRD PK TOWN (146089)	
				SARDINIA (146200)	
				TONAWANDA CITY (141600)	
				TONAWANDA TOWN (146489)	
				WALES (146600)	
Martin B. III. T				WEST SENECA (146800)	
Mortgage Dwelling Type				1-2 Family 3-6 Family	
				Comm/Vacant	(Commercial/Vacant)
				PtComm/PtRes	(Part Commercial/Part Residential)
Mortgago Evomation		*MtgTax		252 Affidavit*	-exempts all mortgage taxes
Mortgage Exemption		Affidavit		253 Affidavit*	-exempts all mortgage taxes -exempts NFTA Special Additional tax
\$5 filing fee for Affidavit that		Amavit		255 Affidavit	-exempts all mortgage taxes
is embedded attachment and				255Aff New Money*	Pays all mortgage taxes
not included in the page				Gov Exempt	-exempts all mortgage taxes
count of the document				Re-Record	-exempts all mortgage taxes
				Tax Paid	-exempts all mortgage taxes

Deed Locality ALDEN TOWN (142089) ALDEN U.C (142001) AMHERST (142289) AMH-MMSU, V.C (142201) AURCRA (142401) AURCRA (142401) AURCRA (142489) BOSTON (142800) BRANT (142889) BOSTON (142889) CK-G-DEPW-V.C (142001) CK-G-SLOAN V.C (142001) CC-G-SLOAN V.C (143001) CC-G-SLOAN V.C (143001) CC-G-SLOAN V.C (143001) CC-G-SUAN V.C (143001) CC-G-WANDA V.C (143001) CC-C-G-WANDA V.C (144001) EVAN S(144489) GRAND ISLAND (144600) HAMBURG TOWN (144889) HAMBURG TOWN (144889) HAMBURG TOWN (144889) HAMBURG TOWN (144889) LANCASTER V.C (145001) LANCASTER V.C (145001) LANCASTER V.C (145001) MARILLA (145400) MISCELLANEOUS (33888) N COLLINS TOWN (145889) N COLLINS TOWN (
TONAWANDA TOWN (146489) TON-KENMORE VLG (146401)

ERIE DOC TITLE (Rev 5/10/13)	DOC	Add'l form(s)	Field Name	REQUIRED ENTRY) are listed	Optional Information/Notes
	CODE	REQUIRED		RED Party Names REQUIRED) as listea	
Deed Exemption				Exempt Type	Code	
				TP584 III a	1	-exempts TP-584 fee
				TP584 III b-l	2	-exempts all recording fees
				Sr Citizen	3	-exempts county portion of transfer tax
				Re-Record	4	-exempts all transfer tax and RP5217 fee
				Grantor Exempt	5	-exempts all transfer tax
				Utility Co	6	-exempts all transfer tax
Primary Use of Property				RP Type	Code	
				1-3 Family (A,B)	1	
Note: Information found on				Agricultural (E)	2	
RP-5217 at lines #7 and #18.				Condo (G and 8)	3	
				Property Class 100-299	4	
				Sr Eligible	5	

NOTE: Per Page recording price automatically calculates based on the count of the document pages of the submitted .tif image. Tax Forms and Mortgage tax affidavits must be submitted as a referenced document

Field Name	Pria Header				
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	- <package></package>				
	- <pria_document <u="" priaversionidentifier="2.4">Code="MTG" UniqueIdentifier=""></pria_document>				
	Enter Code as DOC CODE listed in previous table for document to be processed				
Amount (or)	- <pria_request></pria_request>				
Consideration (or)	- <package></package>				
Mortgage Amount	- <pria_document "="" 123456.00"="" <a="" href="consideration-amount=" pria=""> <a "="" 123456.00"="" href="consideration-amount="> <a 123456.0<="" href="consideration-amount=" td=""></pria_document>				
	Enter dollar amount using numbers with a decimal point for dollars and cents				
Legal Desc= (or)	- <pria request=""></pria>				
Common Addr=	- <package></package>				
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Party 3=	Enter as (LAST NAME FIRST NAME MIDDLE INITIAL TITLE) all UPPERCASE with NO punctuation - <pria request=""></pria>				
TO BE DETERMINED	- <pria_request> -<package></package></pria_request>				
By NewVision	- <pria document="" pria<="" td=""></pria>				
Systems	CHAN_BOOGNETT TANK				
Link Book/Page	- <pria_request></pria_request>				
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	- <recordable_document></recordable_document>				
	<_ASSOCIATED_DOCUMENT_Code="" _ PageNumber="" _ BookNumber="" _ InstrumentNumber=""/>				
	Enter Associated Decument as sither Code, Book Type (letter for liber type) DeceMymber & Book Nymber (ex)				
	Enter Associated Document as either <u>Code=Book Type</u> (letter for liber type) <u>PageNumber & BookNumber</u> (or) InstrumentNumber=control file number for associated record				
Lender Type=	- <pria request=""></pria>				
Londor Typo-	- <package></package>				
	- <pria document="" pria<="" td=""></pria>				
	<nv_lender_type type="BANK"></nv_lender_type>				
	Enter either BANK or PRIVATE (PRIVATE includes Federal Credit Union when submitting Mortgage Tax Affidavit)				

Field Name	Pria Header
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ctrl+click to use hyperlink to	- <package></package>
approved list	- <pria_document pria<="" th=""></pria_document>
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	Enter exactly as listed for Deed Exemption type using the corresponding number under "Code" heading
Primary_Use_of_Prop	- <pria_request></pria_request>
<u>erty</u>	- <package></package>
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approved list	<nv_deed_exempt="3"></nv_deed_exempt="3">
	Enter exactly as listed for Primary Use of Property type using the corresponding number under "Code" heading
-Locality—ctrl+click to use	- <pria_request></pria_request>
hyperlink to approved list	- <package></package>
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	<nv_common_towns town_code="140900"></nv_common_towns>
	Enter BOTH county and 6-digit locality code
-Dwelling Type ctrl+click to	- <pria_request></pria_request>
use hyperlink to approved list	- <package></package>
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	<nv_exempt_mtg type="255Aff New Money"></nv_exempt_mtg>
	Enter exactly as listed for Mortgage Exemption