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**TO: CLIENTS AND THEIR ADVISORS**

**RE: AUTOMATED CITY REGISTER INFORMATION SYSTEM - ACRIS**

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The New York City Automated City Register Information System ("ACRIS") has established a Notice of Recorded Document System which is intended to provide notice to property owners when deeds, mortgages and related documents affecting an ownership interest in real property has been recorded against such property in any of the five (5) boroughs of New York City. This system should not be used to register cooperative apartments. Property owners, their agents including their children and spouse or domestic partners, managing agents and attorneys are permitted to be registered to receive notice.

In order to register in the Notice of Recorded Document System proceed to [www.nyc.gov/acris](http://www.nyc.gov/acris) and go to the "Recorded Document Notification Online Application" link which will open to the Notice of Recorded Document page.

Provide the following information requested:

- a) Enter the address or borough, block and lot of the property.
- b) Click on "Notification Options" and provide the registrant's information.
- c) Enter the email address twice.

After these steps you should receive an email confirmation and a sample email notification.

If you have any questions or would like our office to assist you in registering your properties or any other real estate transactions, please contact us.

Our office is also available to assist you or your clients in our other areas of specialization, including tax dispute resolution, sophisticated gift and estate tax planning and administration opportunities including family limited partnerships, qualified personal residence trusts, defective grantor trusts and charitable scenarios which will assist in the preservation of wealth for future generations as well as retirement planning issues and business and employment law representation.