

## RESIDENTIAL REAL ESTATE CLOSING CUSTOMS BY COUNTY

### MONROE COUNTY

1. Title Insurance Rate Zone  X  Zone 1   Zone 2
2. Contracts drafted by Attorney or Realtor: **Realtor, predominately.**
3. If Realtor, are they subject to Attorney approval/disapproval, and is "written" Attorney notification required? **Yes to all.**
4. What is the contract form used by realtors or attorneys (for example: local Bar Association approved form or NYSBA form)? **Local Bar form.**
5. Who holds deposit? **Broker.**
6. What is customary deposit amount? **\$1,000.00 - \$2,000.00 – depends on price.**
7. Is Survey required? **Yes.**
8. Who obtains and pays for Survey? **Seller's attorney.**
9. Type of Deed? **Warranty.**
10. What documents are required for recording the Deed and who prepares them (for example: RP-5217 and TP-584)? **Prepared by Seller's attorney.**
11. Type of Title Search (Abstract, Notes, integrated into title report). **Redated abstract.**
12. Title Search provided by Buyer or Seller? **Seller's Attorney.**
13. Who prepares title searches? (Title Company, Abstract Company or Attorney?) **Abstract company.**
14. Minimum Search Period? **60 years.**
15. Other customary searches: **Judgment/tax/patriot/bankruptcy and local UCC searches.**
16. Who provides, and pays for, closing bring-down search? **Not usually charged, but would be Seller.**
17. Is Owner's Policy customary? **50/50.**
18. Who pays for Owner's Policy? **Buyer.**
19. Who prepares title commitments? (Attorneys, third-party title agents, Title Insurance Company). **Title insurance company as chosen by Buyer's attorney.**
20. Are Clerk's records available on line? If so, are they free? (Provide a link to the Clerk's web site if possible). **Yes, free <https://gov.kofiltech.us/ny/monroe>.**
21. Are County GIS maps available on line? (If so, provide a link to them if possible). **Yes <http://www.landmaxdata.com>.**
22. Water reading or other municipal charge customs. **Water reading – no other municipal charges.**

23. Fund disbursement at closing: who cuts checks at closing? (Bank, Seller's or Buyer's Attorney or Title Company). **Bank attorney or Buyer's attorney if no bank.**
24. Who pays off Mortgage? Is there a handling fee? **Seller's attorney – no handling fee.**
25. Are satisfactions/discharges sent directly to the County Clerk? **Yes.**
26. When are funds released? [before or after recording] **After recording.**
27. Are realtors paid at closing? **After recording – checks sent out.**
28. Who records closing documents? **Bank attorney or Buyer's attorney.**
29. Any customary additional fees charged by title agents or closers (pick-up fees, etc.) and range of the charges? **No.**
30. Other local customs and practices: **Provide smoke alarm/CO2. affidavits, bills of sale and tax/water guaranties.**

Woods Oviatt Gilman LLP/Kelley Ross Brown, Esq. contributed to the completion of this form.