

REVOCABLE TRANSFER ON DEATH (TOD) DEED

FAQ's AND INFORMATION

WHAT DOES THE TRANSFER ON DEATH (TOD) DO?

When you die, this deed transfers the described property to your designated beneficiary(ies), subject to any liens or mortgages (or other encumbrances) on the property at your death. The TOD deed has no effect until you die.

HOW DO I RECORD A TRANSFER ON DEATH (TOD) DEED IN ROCKLAND COUNTY?

Take the completed, witnessed and acknowledged form to the County Clerk's Office located at 1 S. Main St., New City New York during business hours. Note that this form has no effect unless it is acknowledged AND recorded prior to your death.

IS THE "LEGAL DESCRIPTION" OF THE PROPERTY NECESSARY?

Yes. All information contained on the Schedule A of the form is required, in its entirety.

HOW DO I OBTAIN A COPY OF THE METES & BOUNDS/FILED MAP DESCRIPTION?

Please refer to your existing deed. If you do not have a copy, one may be purchased on our website, www.rocklandcountyclerk.com. Alternately, you may visit the County Clerk's Office during business hours to purchase a copy.

CAN I REVOKE THE TRANSFER ON DEATH (TOD) DEED IF I CHANGE MY MIND?

YES. You can revoke the TOD deed. No one, including the beneficiaries, can prevent you from revoking the TOD deed.

HOW DO I REVOKE AN EXISTING TRANSFER ON DEATH (TOD) DEED?

Take the completed, witnessed and acknowledged REVOCATION FORM to the County Clerk's Office located at 1 S. Main St., New City New York during operational hours. Note that this form has no effect unless it is acknowledged AND recorded prior to your death.

IS THERE A FEE TO RECORD A TRANSFER ON DEATH (TOD) DEED?

YES. The recording fee is \$45.00 filing, plus \$5.00 for each printed page of the TOD.

WHAT IF MY PROPERTY IS LOCATED IN A DIFFERENT COUNTY?

Contact the County in which the property is located for assistance.

I AM BEING PRESSURED TO COMPLETE THIS FORM, WHAT DO I DO?

This form should be completed of your own free will. Do not complete this form under any pressure. Seek help from a trusted family member, friend, or an attorney.

WHAT DO I DO IF I HAVE OTHER QUESTIONS ABOUT THIS FORM?

This form is designated to fit some, but not all situations. The County Clerk's Office can assist with recording the form only, we are not permitted to offer legal advice. Please consult with your attorney for assistance and guidance.

PDF fill-in forms are available on our website, WWW.ROCKLANDCOUNTYCLERK.COM.