**What you need to do to change & file a deed?**

Seek Legal Counsel

~ OR ~

Should you try it yourself you will need the following:

1. Copy of your most **current deed** or whatever deeds pertain to the transaction
2. Create **new Deed document**. Templates for Quitclaim deeds and others types are available on the internet. You can also use your old deed and re-type it with the new information. Deeds must be signed by the Grantor and notarized.
3. Completed NYS Forms needed for transaction (instructions & fill-in forms online at <www.tax.ny.gov>)

**TP 584** – Combined Real Estate Transfer Tax Return – Can be filled-in online and printed or hand filled-in

**RP 5217** – Real Property Transfer Report – must be filled-in online and printed

File with Warren County at:

 Warren County Clerk’s Office

 1340 State Route 9

 Lake George, NY 12845

Filing Costs: $125-250 approximately based on number of pages