

Please be advised that the following requirements must be met in order to file your **Building Loan** by mail without delay:

- 1) You must provide a **cover page** that recites
    - The name of the Borrower
    - The name of the Lender/s
    - The address of the subject property
    - The block and lot/s of the subject property
    - The amount of the loan
  - 2) The building loan must be an original document signed by all borrowers and lenders, and all signatures must be fully acknowledged before a Notary.
  - 3) There must be a signed Lien Law, Section 22 Affidavit attached to your Building Loan
  - 4) A check in the amount of \$50 made payable to the **New York County Clerk** must be enclosed with each loan
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- Please include one copy of your Cover Page and a Self – Addressed Stamped Envelope that we will clock stamp and return to you with your receipt.
  - If you are filing a **Notice of Lending** with your Building Loan you may include it in the same envelope and submit an additional fee of \$30 made payable to the New York County Clerk.
  - You may file an **Assignment of a Building Loan** for a fee of \$25 made payable to the New York County Clerk
  - Mail or Fed-Ex your submission to:

The New York County Clerk  
60 Centre Street  
New York, New York 10007  
ATTN: Room 109B  
BUILDING LOAN