

RE: 2017-2018 Commissioner of Deeds Applications
Please disregard this notice if you have already filed

Commissioner of Deeds Applicant:

Enclosed please find Commissioner of Deeds information and an application for the 2017-2018 term.

All previous Commissioner of Deeds expire on December 31, 2016. Please check off on upper right hand corner of the application if this is a “RENEWAL” or a “NEW” application. You must either **live** or **work** in the City of Buffalo to qualify for appointment.

Completed forms with signatures witnessed by a valid Notary or Commissioner of Deeds are to be submitted to the City Clerk’s Office, Room 1308 City Hall, Buffalo, NY 14202 **no later than December 8, 2016.** The cost is \$20 payable to the City Clerk’s office and once approved by the Common Council you will be notified by the County of Erie to complete a signature card and pay an additional \$10.00 filing fee payable to Erie County Clerk, 25 Delaware Ave., Buffalo, NY 14202.

Any **Government Employee** applying for a renewal required for the Proper Performance of Public Duty, must include letters (City Clerk and County Clerk) of request signed by their Department Head in order to receive a waiver of fees. The name or names of the individuals should be listed in the waiver letter or attached to the waiver letter. Departments with several applicants should submit all applications and corresponding letters at the same time. I am including the addresses of the City and County Clerks for your convenience:

Gerald Chwalinski, City Clerk
65 Niagara Square
1308 City Hall
Buffalo, New York 14202

Chris Jacobs, County Clerk
25 Delaware Avenue
Buffalo, New York 14202

Information and a Commissioner of Deeds application may also be found at www.city-buffalo.com and search for “Commissioner of Deeds”. Should you have any questions and/or concerns regarding the process, please do not hesitate to contact me @ 851-5432 or via e-mail @ sadler@city-buffalo.com

Sincerely,
Sharon R. Adler
Legislative Assistant

Renewal

New

APPLICATION FOR APPOINTMENT OF COMMISSIONER OF DEEDS

To the Honorable Council of the City of Buffalo:

The undersigned, a citizen of the United States, and of the State of New York, over the age of 18 years, and residing in the County of Erie at _____

Complete Home Address (city, state & zip)

and maintaining an office or other place of business in the City of Buffalo at _____

_____, whose occupation is
Complete Work Address (city, state & zip)

_____ requests his/her appointment to the office of Commissioner of
Title

Deeds in and for said City, and herewith submits the filing fee of twenty dollars (\$20.00).

Signature of Applicant

*State of New York *County of Erie * City of Buffalo

_____ being duly sworn, deposes and says that he/she is the person
Print Full Name of Applicant

described in and who signed the above application and that the facts set forth therein are true.

Signature of Applicant

Sworn to before me this _____ Day of _____ 20__

Commissioner of Deeds in and for Buffalo, New York

Term Expiration Date