

RE: Commissioner of Deeds Application
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 **two year term which begins January 1st of the odd year and expires December 31st of the even year.**

All previous Commissioner of Deeds expire on December 31st of the even year. Please check off on upper right hand corner of the application if this is a “RENEWAL” or a “NEW” application. **Renewal applications are accepted as early as November 1st; these must be marked “RENEWAL”.** 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. 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, 92 Franklin St., 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:

Tianna M. Marks, City Clerk
65 Niagara Square
1308 City Hall
Buffalo, New York 14202

Michael Kearns, County Clerk
92 Franklin Street
Buffalo, New York 14202

Information and a Commissioner of Deeds application may also be found at www.buffalony.gov and under *Government*, choose *City Clerk*. In left hand column, Click on *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 to City Clerk