Declaration of Interest in Property Affidavit of Exemption Instructions

LPAs may file the Affidavit of Exemption in coordination with the filing of the Declaration of Interest in Property ("Declaration"). The Affidavit is a request to the Clerk of the LPA's respective county or city to exempt the payment of recording, filing, copying indexing, or mortgage recording tax and fees when filing the Declaration. While LPAs must file the Declaration the filing of the Affidavit of Exemption is optional.

Local Program Administrators (LPAs) must follow these instructions to complete the Affidavit of Exemption.

Instructions for Completing the Affidavit of Exemption Form:

Top Portion of Form

- **County of** – Insert the County where the property is located.

- **LPA Representative** – Insert the name of the LPA staff person authorized to execute and file the Declaration of Interest in Property and Affidavit of Exemption.

Item 1

- **Title** – Insert the Official title granted to LPA staff person authorized to execute and file Declaration of Interest in Property and Affidavit of Exemption.

- **Legal Name of LPA** – Insert the full legal name of LPA.

Item 3

- **County of Residence** – Insert the County in which the assisted property is located.

Item 6

- **Clerk** – Insert the County in which the assisted property is located.

Bottom Portion of Form

Where it says "Name Typed", insert the name of the LPA representative authorized to file the Declaration and Affidavit of Exemption. The remainder of the document should be completed by a Notary Public. The document is then filed with the County Clerk with the Declaration.

About the Declaration of Interest in Property Form

Any projects receiving funds through the program require an executed Declaration. It is important to ensure that program participants are aware of the maintenance responsibilities and the Declaration requirement early in the project development process. The Declaration must be signed, notarized and filed in the County or City Clerk's office in the county in which the assisted property is located. The LPA and Property Owner are both parties to the Declaration. More information on the Declaration is available on the forms page of the respective program at https://hcr.ny.gov/forms-applications.