

INSTRUCTIONS FOR APPLYING FOR COMMISSIONER OF DEEDS APPOINTMENT

1. Commissioner of Deeds appointments are for a two year period and are not automatically renewed. Applicants must obtain another application form and re-file for reappointment. Applicants for Commissioner of Deeds must live or work in the City of Yonkers.
2. Applicants must complete the application form and forward it to the City Clerk at City Hall, 40 South Broadway, Room 107, Yonkers, New York 10701. Please allow several months for processing.
3. All applicants for Commissioner of Deeds appointments must be approved by the City Council.
4. After receiving City Council approval, the list of applicants will be forwarded to the County Clerk's Office. The County Clerk will contact the applicant about fees and additional paperwork needed to complete the process.

Application for the Office of Commissioner of Deeds

Actual place of residence: Street, number & Zip Code \_\_\_\_\_ City of Yonkers, New York

Name of Applicant in full \_\_\_\_\_

Occupation \_\_\_\_\_ Any other occupation? \_\_\_\_\_

With or of the firm of \_\_\_\_\_

Line of business \_\_\_\_\_ Business address \_\_\_\_\_

Age \_\_\_\_\_ When and where born \_\_\_\_\_

If naturalized, when and where? \_\_\_\_\_

Are you admitted to the Bar? \_\_\_\_\_ If so, when and where \_\_\_\_\_

Are you associated with any lawyer or firm of lawyers? \_\_\_\_\_ If so, with whom? \_\_\_\_\_

Has your application for appointment as Commissioner of Deeds ever been rejected? \_\_\_\_\_

Have you ever been removed from the office of Notary Public or Commissioner of Deeds? \_\_\_\_\_ Give particulars \_\_\_\_\_

Are you now a Commissioner of Deeds? \_\_\_\_\_ Expiration \_\_\_\_\_

Do you solicit, undertake, or have been paid for the drawing of any legal papers or documents? \_\_\_\_\_  
If so, what sort? \_\_\_\_\_

State of New York,  
County of Westchester, } ss.:  
City of Yonkers,

The undersigned, who is an applicant for the office of Commissioner of Deeds for the City of Yonkers, New York, having been duly sworn, says that he is a citizen of the United States, a resident of the City of Yonkers, County of Westchester, State of New York, and over the age of twenty-one years, and that all the statements contained in the foregoing application are true.

Subscribed and sworn to before me this \_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
by the applicant herein, and who is to me personally known, } \_\_\_\_\_ Commissioner of Deeds  
Notary Public

RECOMMENDATIONS

Names of persons recommending appointments must be signed personally by them, with occupation and address.

We have known \_\_\_\_\_ the candidate named herein for appointment to the office of Commissioner of Deeds, City of Yonkers, for (\_\_\_\_) (\_\_\_\_) years and we know the applicant to be of good moral character, qualified to perform the duties of Commissioner of Deeds, and we believe that the facts stated in the affidavit as stated above are true.

Address \_\_\_\_\_ Address \_\_\_\_\_