

Property Maintenance Declaration Affidavit of Exemption Instructions

LPAs may file the Affidavit of Exemption in coordination with the filing of the Property Maintenance Declaration (“PMD”). 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 PMD. While LPAs must file the PMD, the filing of the Affidavit of Exemption is optional.

Local Program Administrators (LPAs) must follow these instructions to complete the Affidavit of Exemption. These instructions apply to only Access to Home, Access to Home for Medicaid, Access to Home for Veterans, and Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE).

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 Property Maintenance Declaration and Affidavit of Exemption.

Item 1

- **Title** – Insert the Official title granted to LPA staff person authorized to execute and file Property Maintenance Declaration 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 PMD 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 PMD.

About the Property Maintenance Declaration Form

Any projects receiving funds through RESTORE or any of the Access to Home programs require an executed PMD. It is important to ensure that program participants are aware of the maintenance responsibilities and the PMD requirement early in the project development process. The PMD 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 PMD. More information on the PMD is available on the forms page of the respective program at <http://www.nyshcr.org/Forms/>.