

Town of Greenport Building Department
600 Town Hall Drive, Hudson, New York 12534
Phone and Fax: 518-822-8420
Email: bi@townofgreenport.com
Website: www.townofgreenport.com

**Certificate of Occupancy Search, Title Search and
Verification of Property Records Report**

\$50 – Vacant Land, parcel, or property (per property)

\$75 – Residential up to 3 units (per each principal building or structure on property)

\$100 Plus \$5 per unit/space – Residential Apartment Buildings (4 or more units)

\$150 – Commercial/non-residential property (per each principal building or structure on property)

\$200 Plus \$25 per unit/space – Multiple unit/space commercial structures (including strip malls, hotels, motels, storage facilities, etc.)

- Requests should be made in writing to the above address, *Attention Building Dept.* You may also submit your request via email and make a credit card payment over the phone.
- Payment must be made with submission of the request. We accept cash, check and credit card. Checks can be made payable to the Town of Greenport. Credit cards are subject to a fee.
- The tax map number of the property *must* be included in your request letter, as well as the physical address and property owner.
- All response letters and associated documents are returned via fax.
- If you would like to have the results mailed as well, please include a self-addressed stamped envelope for USPS First Class delivery.

* Responses are typically returned within 1 – 3 days from receipt of the request. Large commercial properties may require more time.