

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.*
- Checks should be made payable to the Town of Greenport.
- The tax map number of the property *must* be included in your request letter.
- 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.