



**Administrative Recording Requirements**

**State of Alabama**

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** Yes

**Recording Structure:** 67 counties / Judge of Probate

**Required Statement:** "This document prepared by " name, address, phone number . Corporate name required if applicable

**Formatting of Documents:**  
Not specified by statute.

**Legal Description:** Include book & pages and document dates

**Other Requirements:** Return-to name and address required Grantee / Grantor names and addresses required Notary name and expiration required  
Mortgages require Source of Title with book type listed  
Subsequent filings should include reference date, book & pages

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 3 - 4 weeks

**Alabama County Specifics**

**Jefferson County** Affidavits must be submitted with all death certificates

**Mobile County** Fair market value must be stated on all deeds. Deed tax is based on interest being conveyed toward fair market value.  
Deed tax is paid on the difference between fair market value and the mortgage amount when the fair market amount is higher.

**Morgan County** higher.

**Shelby County** If Deed and mortgage are recorded concurrently, than deed tax can be collected on fair market minus mortgage amount.

**Tuscaloosa County** "Source of Title" is required on all documents. All documents must indicate the type of book being recorded or referenced.  
Documents cannot be recorded concurrently.



**Administrative Recording Requirements**  
*State of Alaska*

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 34 Recording Districts / State Recorder / Department of Natural Resources

**Formatting of Documents:**

Format specified by rule / Penalty fee of \$ 50 for non-compliance

**Website:** [www.recorder.alaska.gov/preparingdocs.cfm](http://www.recorder.alaska.gov/preparingdocs.cfm)

8 1/2 x 14 maximum size

First page: 2" top margin / 1" other margins

Other pages: 1" margins

Coversheet may be used if margin requirements aren't met to avoid penalty fee

10 point minimum font size

Title identifying document must be included

**Other Requirements:**

Grantor/Grantee names and addresses required

Return-to name and address required

Name of the recording office required on all documents

All signatures require name to be typed or printed underneath

Notary certification required printed name

Re-records require reason listed at top of document

Subsequent filings should include reference date, book & pages

**District Office Listing:** <http://www.recorder.alaska.gov/findYourDistrict.cfm>

**District Recorder Office**

**Address Listings:** <http://www.recorder.alaska.gov/distlist.cfm>

**Fee Structure** [www.recorder.alaska.gov/fees.cfm](http://www.recorder.alaska.gov/fees.cfm)

**Blanket Assignments:** Generally accepted at no charge

**Blanket Releases:** Generally accepted at no charge

**Completion Time:** 60 days



## Administrative Recording Requirements

### State of Arizona

**Marital State:** Yes - regarding Real Property acquired during the marriage.

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 15 counties plus Navajo Nation / Recorder

**Required Documents:** Affidavit of Property Value (DOR Form 82162) or exemption number

<http://www.navajocountyaz.gov/recorder/forms/Form82162.pdf>

Exception number (written as letter followed by numeric) must be listed on all pages

**State of Arizona Department of Revenue Website:**

<http://www.azdor.gov/>

### Formatting of Documents:

Format specified by statute

8 1/2 x 11 or 8 1/2 x 14 maximum size

First page: 2" top margin / 1/2" other margins

Other pages: 1/2" all margins

10 point minimum font size (Yavapai County required 12 point font for typewritten items)

Must be legible for photo duplication

Subsequent filings should include reference date, book & pages

**Legal Description:** Include book & pages and document dates

**Other Requirements:** Return-to name and address required

Notary stamp or seal is required

All signatures require typed or printed name underneath

Clarity copies accepted in the following counties: Cochise, Mohave, Pima, Pinal, and Yavapai.

Clarity copies require title as follows "For Clarity Purposes"

Affidavits should be separate documents

Death certificates required if applicable

Re-records require reason listed at top of document.

Subsequent filings should include reference date, book & pages

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 3 days - 3 weeks



## Administrative Recording Requirements

### State of Arkansas

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 75 counties / Circuit and Court Clerk

**Required Documents:** **Real Property Tax Affidavit & Revenue Stamps Certificate of Compliance as follows:**

"I certify under penalty of false swearing that at least the legally correct amount of documentary stamps have been placed on this document." This statement must be signed by the grantee or authorized agent and an address must be included.

**Required Statement:** "This document prepared by " name, address, phone number required on first page  
"Mail tax statement to" name and address required

**Formatting of Documents:**

Format specified by statute  
8 1/2 x 11  
First page: 2 1/2" top margin / 1/2" other margins  
Last page: must have 2 1/2" bottom margin  
Must be legible for photo duplication  
Title identifying document must be included

**Legal Description:** Include book & pages and document dates

**Other Requirements:** Return-to name and address required  
Grantee/Grantor names and addresses required  
Some counties require self-addressed stamped envelope  
Some counties require a Re-recording Amendment.  
Subsequent filings should include reference date, book & pages

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 1 day - 1 week

**Arkansas County Requirements:**

<b>Benton County</b>	Non-exempt deeds require Stamps to be purchased via Treasurer's office prior to going to the County Recorder. Include a self-addressed stamped envelope.
<b>Carroll County</b>	Non-exempt deeds require Stamps to be purchased via Department of Finance Administration prior to going to the County Recorder. Include self-addressed stamped envelope. Department of Finance Administration, 105 Spring Street, Berryville, AR 72616 (870) 423-2046
<b>Craighead County</b>	Non-exempt deeds require Stamps to be purchased via Revenue office prior to going to the County Recorder. Include a self-addressed stamped envelope. Craighead County Revenue Office, 206 South West Drive Suite B, Jonesboro, AR 72401 Two recording offices: Eastern District Recording Office in Lake City, and Western District Recording Office in Jonesboro for cities as follows: <b>Eastern District:</b> Black Oak, Caraway, Lake City, and Monette <b>Western District:</b> Bay, Bono, Brookland, Cash, Egypt, and Jonesboro Will record documents concurrently . Add a note stating: "Insert book and page". Do Not Use: "Recorded as of Even Date"
<b>Marshall County</b>	
<b>Lonoke County</b>	Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. An Abstractor must be utilized to purchase revenue stamps.
<b>Miller County</b>	Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Revenue, 801 East 4th, Texarana, AR 71854 (870) 773-3871
<b>Phillips County</b>	Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance Administration, 520 Walnut Street, Helen, AR 72342 (870) 338-81716
<b>Pulaski County</b>	Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Miscellaneous Tax Department, 1816 West 7th Street, Room 2240, Little Rock, AR 72201 The stamps must be affixed to Deed prior to sending to the County Recorder.
<b>Sebastian County</b>	Non-exempt deeds require Stamps to be purchased prior to going to the County Recorder. Include a self-addressed stamped envelope. Department of Revenue, 804 B West Denver, Greenwood, AR 72936 (479) 996-2143
<b>St. Francis County</b>	Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance, 2308 North Washington, Forrest City, AR, 72335 (870) 633-2512
<b>White County</b>	Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope. Department of Finance, 402 W. Wine, Searcy, AR 72143

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

**Administrative Recording Requirements**  
*State of California*

**Marital State:** Community Property State  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 58 counties / County Recorder

**County Assessors List:** <http://www.boe.ca.gov/proptaxes/assessors.htm>

**Required Documents:** Preliminary Change of Ownership Report  
<http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF>

**Required Statement:** **Tax Declaration Statement** must be listed immediately under title of document on first page  
**Notice of Tax Exemption** must be listed immediately under tax declaration statement on first page

**Formatting of Documents:**

Format specified / penalty applies for non-compliant pages  
16 lb white paper minimum All pages must be legible for photo duplication Cover sheet required  
8 1/2 x 11 - penalty for larger size  
First page: 2 - 3" top margin / 5" right hand blank / 1/2" other margins Other ages: 1/2" all margins Requested by name and address must be included in top 3 1/2" left hand margin Return to name and address must be included in top 3 1/2" top margin  
10 point font size minimum  
9 lines per vertical inch / 22 characters per horizontal inch  
Tax statement mailing address must be included for all deeds at the bottom of cover sheet

**Legal Description:** Required for all deeds, mortgages, and deeds of trust, and must include parcel number Legal Description must be referenced throughout document as "Exhibit \_\_", and must be labeled as such on the top of the page  
Must reference previously recorded documents by date, document #, book and page

**Other Requirements:** Do not include social security numbers Borrower name and address must be listed on first page of document If mortgage is in trust, the name of the trust must be listed above or below signature Grantor/Grantee name and address must be included on all deeds, deeds of trust and mortgages All signatures must have a printed name underneath Subsequent filings should include reference date, book & pages All documents require all purpose acknowledgement Acknowledgements should only include borrower's name (do not include AKAs, Trustees, etc)  
Notary stamp must clear and legible and should include name, county of business, phone, notary registration number, expiration date and signature. All Affidavits, Mechanic's Liens and Notices of Completion must include Jurat. Requests for Notice of Default require additional fees whether filed separately or with originals Clarity pages accepted with Clarity Form  
Re-records require reason listed at top of document.  
Mobile Home Affidavits must be recorded as separate documents prior to the deed being recorded  
Affidavit of Affixation must be recorded as a rider to the Deed of Trust Relationship between parties is required on all deeds  
Satisfactions must be titled appropriately (IE: Deed of Trusts must be titled as "Satisfaction of Deed of Trust"  
Death Certificates must be filed with Affidavit of Death, Preliminary Change of Ownership, and Jurat

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 3 days - 6 weeks

## California County Specifics

<b>State of California</b>	<b>Preliminary Change of Ownership Report</b> <a href="http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF">http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF</a> IRS Form 709 - U.S. Gift (& Generation Skipping Transfer) Tax Return <u>may</u> be required when "gift" is claimed on transfer of real estate . <a href="http://www.irs.gov/formspubs">http://www.irs.gov/formspubs</a>
<b>Alameda County</b>	Some cities require a transfer tax on deeds, must contact county to verify based on location of property
<b>Contra Costa County</b>	County Recorder Website <a href="http://www.ccclerkrec.us/connect/site/index.jsp?menulitemId=6">http://www.ccclerkrec.us/connect/site/index.jsp?menulitemId=6</a> Re-Records require borrower to re-sign and must be re-acknowledged Will not record documents concurrently All document riders must be signed by the borrower(s) Requests for Notice of Default must be notarized if completed and signed
<b>Humboldt County</b>	Assignments for Rents may be included in documents for additional fee
<b>Fresno County</b>	Re-Records require affidavit and acknowledgement. Agent can sign for borrower Requests for Notice of Default must be notarized if completed and signed
<b>Kern County</b>	Re-Records require affidavit and acknowledgement. Agent can sign for borrower
<b>Los Angeles County</b>	Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Recorder Main Website <a href="http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees">http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees</a> Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Perjury statement must be included and added to page count if clarify pages are submitted Satisfactions of Judgment must be certified by Clerk of the Court prior to recording
<b>Mendocino County</b>	Borrower signature is required on the preliminary change of ownership report Does not accept stickers on any documents Documents cannot include any attachments (IE: post-it notes, etc) Requests for Notice of Default must be notarized if completed and signed
<b>Modoc County</b>	No stickers, corrective tape or liquid is accepted on any documents <b>Nevada</b>
<b>County</b>	Assignments for Rents may be included in documents for additional fee <b>Obispo</b>
<b>County</b>	Assignments for Rents may be included in documents for additional fee <b>Placer</b>
<b>County</b>	Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents
<b>Riverside County</b>	Fee Schedule <a href="http://riverside.asrclkrec.com/acr/forms/Fee%20Schedule.pdf">http://riverside.asrclkrec.com/acr/forms/Fee%20Schedule.pdf</a> Re-Records require borrower to re-sign and must be re-acknowledged
<b>Sacramento County</b>	Exempt Deeds must include exemption code typed on the first page of the document Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents
<b>San Benito County</b>	Will not record assignments concurrently
<b>San Bernardino County</b>	San Bernardino County Cover Sheet <a href="http://www.co.san-bernardino.ca.us/acr/pdf/cover.pdf">http://www.co.san-bernardino.ca.us/acr/pdf/cover.pdf</a> Fee Schedule <a href="http://www.co.san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf">http://www.co.san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf</a> Mobile Home Power of Attorneys and Affixations must be filed as riders to the Deed of Trust (not as separate documents)  Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Does not accept documents with stickers
<b>San Luis County</b>	Assignments for Rents may be included in documents for additional fee
<b>San Diego County</b>	Recording and Filing Fees <a href="http://arcc.co.san-diego.ca.us/arcc/docs/RecFilingFees.pdf">http://arcc.co.san-diego.ca.us/arcc/docs/RecFilingFees.pdf</a> San Diego County Cover Sheet <a href="http://arcc.co.san-diego.ca.us/arcc/docs/covsh.pdf">http://arcc.co.san-diego.ca.us/arcc/docs/covsh.pdf</a>
<b>San Francisco County</b>	Office of Assessor-Recorder Website <a href="http://www.sfgov.org/site/assessor_index.asp?id=93">http://www.sfgov.org/site/assessor_index.asp?id=93</a> <b>Transfer Tax Affidavit</b> <a href="http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf">http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf</a>
<b>San Joaquin County</b>	Claim of Exemption Form Documentary Transfer Tax <a href="http://www.co.san-joaquin.ca.us/Recorder/forms.htm">http://www.co.san-joaquin.ca.us/Recorder/forms.htm</a>
<b>Santa Barbara County</b>	<b>Transfer Tax Affidavit</b> <a href="http://sbcrecorder.com/clerkrecorder/clerkrecoderpdf/2009DTTAffidavit.pdf">http://sbcrecorder.com/clerkrecorder/clerkrecoderpdf/2009DTTAffidavit.pdf</a>
<b>Santa Clara County</b>	"Requested by" name and address must be included on first page of all documents  "Mail Tax Statements to: " name and address must be include on the bottom of the first page of all documents Some cities require a transfer tax on deeds, must contact county to verify based on location of property

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Recording Requirements are subject to change at any time without notice.



When applicable, the transfer tax should be paid first, otherwise documents will take as long as 6 weeks to be returned  
"Gift" exemptions must include verbiage that property is "free and clear of liens or encumbrances" Borrower signature  
is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be  
re-acknowledged Assignments for Rents and Fixture Filings may be included in documents for additional fee  
Assignments for Rents may be included in documents for additional fee **Solano**  
Borrower signature is required on the preliminary change of ownership report  
Requests for Notice of Default must be notarized if completed and signed  
Borrower signature is required on the preliminary change of ownership report  
Re-Records require borrower to re-sign and must be re-acknowledged  
Will not record subordinations concurrently

**Siskiyou County**  
**County**  
**Stanislaus County**  
**Tulare County**



## Administrative Recording Requirements

### State of Colorado

**Marital State:** No - unless a declaration of homestead has been recorded.

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 63 counties / Clerk

**Required Documents:** **Property Transfer Declaration TD1000 or Exemption**  
<http://www.dora.state.co.us/real-estate/contracts/01TD1000.pdf>

### Formatting of Documents:

Format specified by statute

1" top margin

Left, right and bottom margins at least 1/2"

**Legal Description:** Required for all deeds, deeds of trust, and mortgages

**Other Requirements:** Grantor/Grantee legal and mailing addresses must be on face of all deeds (PO Boxes are insufficient)  
Return-to name and address  
Notary certification requires date, expiration date, printed name with signature and seal or stamp  
All signatures must include a printed name underneath  
Subsequent filings should include reference date, book & pages  
Re-records require reason listed at top of document  
For properties located in 80123, call county for correct recording office.

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 3 - 4 weeks

### City Websites:

**Aspen** [www.aspenpitkin.com/depts/45/tax\\_realestatetransfer.cfm](http://www.aspenpitkin.com/depts/45/tax_realestatetransfer.cfm)

**Avon** [www.avon.org](http://www.avon.org)

**Breckenridge** [www.townofbreckenridge.com](http://www.townofbreckenridge.com)

**Frisco** [www.townoffrisco.com](http://www.townoffrisco.com)

**Gypsum** [www.townofgypsum.org](http://www.townofgypsum.org)

**Minturn** [www.minturn.org](http://www.minturn.org)

**Snowmass Village** [www.tosv.com/formsino/clerkforms.php](http://www.tosv.com/formsino/clerkforms.php)

**Telluride** [www.town.telluride.co.us/home/index.asp](http://www.town.telluride.co.us/home/index.asp)

**Vail** [www.ci.vail.co.us](http://www.ci.vail.co.us)

**Winter Park** [www.winterparkgov.com](http://www.winterparkgov.com)



**Administrative Recording Requirements**  
**State of Connecticut**

**Marital State:** No  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 169 towns & cities (no county recording) / Town Clerk

**Connecticut Department of Revenue Website:**  
[www.ct.gov/DRS](http://www.ct.gov/DRS)

**Required Documents:** **Real Estate Conveyance of Tax Return & Allocation Worksheet**  
<http://www.ct.gov/drs/cwp/view.asp?a=1555&q=450816>

**Formatting of Documents:** Format specified by statute margins no less than 3/4" all sides Addresses must in the top left hand of first page  
Return-to name and address must be in the top left hand

**Legal Description:** All deeds and mortgages must also include: section, block, lot or tract

**Other Requirements:** Grantee current address must be listed in all deeds All documents must have two witnesses. Notary is considered one. All signatures must included a printed name underneath. Corporate title must be printed under signatures. Corporate seal is required. Notary certification requires date, expiration date, signature, printed name, and seal or stamp if available Verify recording location by county. Some are recorded in other counties. Some counties require self addressed stamped envelope  
Two witnesses required Subsequent filings should include reference date, book & pages Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 week - 3 months

## Administrative Recording Requirements

### State of Delaware

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 3 counties / Recorder of Deeds

**Required Documents:** **Real Estate Tax Return & Affidavit of Gain & Value**  
[http://revenue.delaware.gov/services/current\\_bt/5402.pdf](http://revenue.delaware.gov/services/current_bt/5402.pdf)

### Formatting of Documents:

Format varies slightly by county

2" bottom margin on last page

"Tax Parcel #" (number) must be listed on first page\*

\* New Castle and Sussex must be located in upper right hand corner

\* Kent County must be located in upper left hand corner "Prepared by"

name and address must be 2 lines under tax parcel number Return-to

name and address All pages must be sequentially numbers (even

attachments)

12 point font

No correction liquid or tape on any documents

**Legal Description:** County tax assessment and parcel ID number are required\*

\* on all docs in New Castle and Sussex County

\* on deeds, deeds of trust and mortgages in Kent County

**Other Requirements:** Addresses for all involved parties must be stated on all deeds Notary certification requires name and title printed in dark ink under signature, date, and expiration date All signatures must have a printed name underneath

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** up to 6 weeks

### Delaware County Specifics

**Kent County** Requires New Property Owner Information Form **Kent Count**

**Recorder of Deeds Website:**

<http://www.co.kent.de.us/Departments/RowOffices/Recorder/>

**New Property Owner Information Form**

<http://www.co.kent.de.us/Departments/RowOffices/Recorder/documents/PropertyOwnerInformationForm.pdf>

City of Dover Deed must be stamped by the city Tax Assessor before recording, send self addressed stamped envelope

City of Dover, 5 East Reed Street, Dover, DE 19901 (303) 736-7022

**New Castle County** Requires state transfer form and county transfer form (below)

**New Castle County Recorder of Deeds Website:**

<http://www.nccde.org/deeds/home/webpage1.asp> **Affidavit**

**for Realty transfer Tax (county form)**

<http://www.co.new-castle.de.us/deeds/home/fileuploads/images/forms/new%20castle%20county%20tax%20affidavit.pdf>

**Sussex County** Requires state transfer form and county transfer form (below) **Sussex**

**County Recorder of Deeds Website:**

<http://www.sussexcountyde.gov/dept/rod/index.cfm?resource=home>

**Affidavit for Realty transfer Tax (county form)**

<http://www.sussexcountyde.gov/dept/rod/docs/affadavit.pdf>

City of Ocean View Deed must be stamped by the Delaware National Bank before recording, send self addressed stamped envelope

Delaware National Bank, 21035 DuPont Blvd, Georgetown, DE 19947 (302) 855-2406



## Administrative Recording Requirements

### *District of Columbia*

**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 1 recording office / Recorder of Deeds

**Required Documents:** **Real Property Recordation FP-7/C (ROD 1)**  
**Transfer Tax Form FP 7CA (ROD 2)**  
**Security Affidavit - Class 1 (ROD 21)** required for all mortgages  
**Spousal Affidavit ORD (ROD 19)** required for adding or removing spouse  
**Parental Affidavit (ROD 20)** required for transfers involving parent/child  
**Re-Records Certification (ROD 24)** required for all re-records  
All forms available on Recorder Website:  
<http://otr.cfo.dc.gov/otr/site/default.asp>

#### **Formatting of Documents:**

Not specified by statute

**Other Requirements:** Printed name and address of all parties must be above or below all signatures.  
Self-addresses stamped envelope is required  
Spouse or domestic partner signature is required. Clearly note if unmarried  
Deeds must be recorded within 30 days of execution  
Subsequent filings should include reference date, book & pages

**Fee Structure:** <http://otr.cfo.dc.gov/otr/cwp/view,a,1328,q,593414.asp>

**Blanket Assignments:** Not accepted

**Blanket Releases:** Not accepted

**Completion Time:** 6 - 8 months



## Administrative Recording Requirements

### State of Florida

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** Yes

**Recording Structure:** 67 counties / Clerk of Circuit Court  
Broward County = County Administrator  
Orange County = Comptroller

**Required Statement:** "This document prepared by " with name, address

### Formatting of Documents:

Format specified by statute  
8 1/2 x 11 or 8 1/2 x 14  
First page: 3" x 3" top right hand margin  
"This document prepared by" (name) (address) in top left 3" margin  
Return to (name) and (address) also in top left 3"

**Legal Description:** Required, include parcel number

**Other Requirements:** Printed name and address must be included below all signatures.  
Notary certificate must be in black ink only and include stamp or seal  
Most counties require two witnesses. Printed name must also be included  
Subsequent filings should include reference date, book & pages  
Grantee and Grantor names, addresses and marital status required  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee, some exceptions apply

**Blanket Releases:** Generally accepted for additional fee, some exceptions apply

**Completion Time:** Same day - 2 weeks

### Florida County Requirements:

**Brevard County** Penalty and interest for documents not recorded within 30 days of execution

**Broward County** Transmittal Sheet Required  
<http://www.broward.org/records/cr03600.htm>

**Charlotte County** Subordinations or Assignments cannot be recorded concurrently

**Duval County** Transmittal Sheet Required  
<http://www.duvalclerk.com/ccWebsite/resources/adobe/recordingTransmittalSheet.pdf>

Transmittal Sheet Information

<http://www.duvalclerk.com/ccWebsite/Default.aspx?id=departmentRecording>

**Nassau County** Cover Sheet Required

[http://www.nassauclerk.com/\\_files/RECORDING%20TRANSMITTAL%20COVER%20SHEET.pdf](http://www.nassauclerk.com/_files/RECORDING%20TRANSMITTAL%20COVER%20SHEET.pdf)

**Orange County** Checks must be payable to Comptroller  
Will not Re-record certified copies



## Administrative Recording Requirements

### State of Georgia

**Marital State:** No

**Trust State:** No

**Mortgage State:** Yes

**Recording Structure:** 159 counties / Clerk of Superior Court

**Required Documents:** **Real Estate Transfer Tax Declaration Form**

**Electronic Filing Required:** <http://www.gsccca.org/efiling/pt61/>

#### Formatting of Documents:

Specified by statute

First page: 3" top margin

Name and address of preparer in top left 3" of first page

Return to (natural person) name and address in top left 3" of first page

**Legal Description:** Required

**Other Requirements:** Grantee address must be included

Two witnesses required

Foreclosure deeds must be recorded within 90 days

Notary certification requires expiration date

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Corrective documents require an Affidavit of Correction

**Blanket Assignments:** Generally accepted, exceptions apply

**Blanket Releases:** Generally accepted, exceptions apply

**Fee Schedule:** <http://www.gsccca.org/projects/feeSchedule.asp>

**Completion Time:** 2 days - 2 weeks

#### Georgia County Requirements:

**DeKalb County** Does not allow any type of corrective liquid or tape

**Rabun County** Requires borrower address on the front of the Security Deed

## **Administrative Recording Requirements**

### ***State of Hawaii***

**Marital State:** No

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** All recording done at Bureau of Conveyances via Registrar of Conveyances

**Required Documents:** **Conveyance Tax Certification**

**Website:** <http://hawaii.gov/dlnr/boc/forms>

### **Formatting of Documents:**

Format specified by statute

One-sided documents only

8 1/2 x 11 maximum

First page should include names/addresses of grantors/grantees, type of documents, and tax map key  
3 1/2" top margin, followed by return-to address in next 1"

Pages must be numbered in sequential order

Must be legible for photostatic or electrostatic duplication

Coversheet can be used if there is insufficient margin space (available on website above)

**Other Requirements:** Self-addresses stamped envelope is required

Names should include middle initial/name when applicable

All signatures must include typed, printed, or stamped (not hand written) name and address under signature

All signatures must match names in documents and notary certificate exactly

All docs require a notary certificate seal

Changes to the document require initial by borrower and notary

Submit documents in duplicate

Corporate name and title must be printed underneath signatures

Amendments to documents are required instead of re-records

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

**Legal Description:** Certificate of Title number must be listed

**Blanket Assignments:** Not accepted

**Blanket Releases:** Not accepted

**Fee Schedule:** <http://hawaii.gov/dlnr/boc/fee>

**Completion Time:** 6 weeks





## **Administrative Recording Requirements**

### ***State of Idaho***

**Marital State:** Yes - regarding Real Property acquired during the marriage.

**Trust State:** Yes

**Mortgage State:**

**Recording Structure:** 44 counties / Clerk and Recorder

**Required Statement:** "This document prepared by " name, address

### **Formatting of Documents:**

Specified by statute

8 1/2 x 14 maximum

First page: 3" top margin / 5" right hand side blank

Prepared by name and address required in left hand top 3 1/2"

Return to name and address required in left hand top 3 1/2"

**Other Requirements:** Original signatures required

Must include grantee name and address

All documents must be acknowledged

Notary certificate must include seal.

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted with additional fee

**Blanket Releases:** Generally accepted with additional fee

**Completion Time:** Same day - 2 weeks

## Administrative Recording Requirements

### State of Illinois

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 102 counties / Recorder

**Required Documents:** **Real Estate Transfer Declaration or Exemption (Form PTAX-203)**

<https://www.revenue.state.il.us/app/rtdi/>

**Certification of Compliance or Certification of Exemption for State of Illinois Anti-Predatory Lending**

<http://www.ilapl.com>

**NOTE:** Exemptions require the following verbiage to be typed in the document. It must be signed and dated by the grantor/grantee or prepared:

"Exempt under provisions of Paragraph E, Section 31-45 Property Tax Code \_\_\_\_\_" (exemption code must be added)

**Required Statement:** "This document prepared by" name and address - must be listed on first page  
"Mail Tax Statement to:" name and address - must be listed on first page

### Formatting of Documents:

Format specified by statute / penalty for non-compliance  
Minimum 20 lb white paper  
No continuous form or bound pages (no staples, etc)  
First page: 3" x 5" top right hand corner blank for recording information / all other margins 1/2"  
Return-to name and address in left hand 3 1/2" top margin  
Other pages: All margins 1/2"  
Non-essential notations may be listed in the margins  
Type written or computer generated  
Legible size print  
Black ink (signatures and dates may be in other dark color as long as they are dark enough to reproduce)  
Legible for photo duplication  
No fax copies accepted  
Do not attach pages in any way (no staples or clips)  
Do not highlight or use corrective liquid (or tape) on any pages

**Legal Description:** Required for all documents and must include parcel number and street address

**Other Requirements:** All signatures require a printed name underneath  
Grantee name and address required  
Tax Parcel number must be listed on all documents  
Notary certification with seal or scrawl required  
Names and addresses for all involved parties must be listed on the first page of the document  
Re-records require reason listed at top of document  
When applicable, Estoppels Affidavit must be filed as a separate document  
Death certificates require Deceased Join Tenancy Affidavit to be filed prior to any documents being recorded  
**Many counties have varying other requirements see attached list**

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** Same day - 2 months

## **Illinois County Specifics**

### **Cook County**

Requires Grantor/Grantee Affidavit

Requires Cook County Transfer Tax Declaration in addition to state Real Estate Transfer Declaration Form

All forms available on **Cook County Register of Deeds Website:**

<http://www.ccrd.info/CCRD/controller;jsessionid=54E92BB753BF888ECC40D971B0E5FDF2.CCRDAPSRV1>

Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.

City of Chicago Real Property Transfer Tax Declaration

[http://egov.cityofchicago.org/webportal/COCWebPortal/COC\\_ATTACH/RPPTFillable42508\\_1.pdf](http://egov.cityofchicago.org/webportal/COCWebPortal/COC_ATTACH/RPPTFillable42508_1.pdf)

CTA Portion of Real Estate Property Tax Refund Application

[http://egov.cityofchicago.org/webportal/COCWebPortal/COC\\_EDITORIAL/RefundApplicationfortheCTAPortionoftheRPTT.pdf](http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/RefundApplicationfortheCTAPortionoftheRPTT.pdf)

City of Chicago Heights Real Estate Transfer Stamp Application Form

City of Des Plaines Transfer Stamp Guidelines and Real Estate Transfer Declaration

<http://www.desplaines.org/ReferenceDesk/FormsandPermits/RealEstateTransferForm.pdf>

City of Eglin Real Estate Transfer Declaration

<http://www.cityofeglin.org/documentview.aspx?DID=9>

Village of Hillside Real Estate Transfer Declaration

<http://hillside-il.org/downloads/forms/realestatetransferdeclarationform.pdf>

Certificate of Exemption

<http://www.hillside-il.org/downloads/forms/exemptionsheet.pdf>

Village of Melrose Park Exempt Transaction Affidavit

Village of Morton Grove **Transfer Tax Declaration form**

<http://www.mortongroveil.org/assets/forms/AF2ABA3A11DF4E31BB5688CFC5C16BA9.pdf>

### **DeKalb County**

**DeKalb County Clerk & Recorder Website**

[http://www.dekalbcounty.org/CoClerk/co\\_clerk.html](http://www.dekalbcounty.org/CoClerk/co_clerk.html)

Requires **Plat Act Affidavit**

<http://www.dekalbcounty.org/CoClerk/plat-act.pdf>

City of Sycamore Transfer Tax due for properties in this municipality

Transfer Tax Application Form Certificate of Exemption

<http://www.cityofsycamore.com/FORMS%205-27.htm>

### **Dupage County**

Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.

City of West Chicago Requires **Change of Occupancy Inspection** Requires **Deed Certification Form**

<http://www.westchicago.org/documents/DeedCertificationForm-final.pdf>

<http://westchicago.org/Departments/CommDev/SellingYourHome.html>

Village of Glendale

Heights Real Estate Transfer Stamp Declaration/Exemption

<http://www.glendaleheights.org/AdminServices/RealEstateTransDeclarationForm.pdf>

### **Kane County**

Requires Plat Act Affidavit

<http://www.kanecountyrecorder.net/forms.aspx>

### **Knox County**

requires Form PTAX-203

No county tax

### **Lake County**

Lake County Website forms

<http://www.lakecountyil.gov/Recorder/Publications/Forms.htm>

City of Highwood Ft. Sheridan Subdivision Transfer Fee Declaration

[http://www.cityofhighwood.com/docs/TOWN\\_OF\\_FORT\\_SHERIDAN\\_SUBDIVISION\\_TRANSFER\\_FEE\\_DECLARATION.pdf](http://www.cityofhighwood.com/docs/TOWN_OF_FORT_SHERIDAN_SUBDIVISION_TRANSFER_FEE_DECLARATION.pdf)

City of Lake Forest Real Estate Transfer Tax Application Form

[http://www.cityoflakeforest.com/pdf/cg/rett\\_app.pdf](http://www.cityoflakeforest.com/pdf/cg/rett_app.pdf)

### **Lake and Stephenson Counties**

City of Freeport Property Transfer Tax Calculation Form

<http://www.ci.freeport.il.us/forms/prpty%20tx%20trnsfer%20form%202008.pdf>

### **Lee County**

Requires Plat Act Affidavit

<b>Madison County</b>	Requires Plat Act Affidavit <a href="http://www.co.madison.il.us/MapsPlats/PDF/PlatActAffidavit.pdf">http://www.co.madison.il.us/MapsPlats/PDF/PlatActAffidavit.pdf</a>
<b>Macoupin County</b>	Requires Plat Act Affidavit
<b>McHenry County</b>	Requires Plat Act Affidavit No notary stamp or seal requires, signature and expiration deed is required  <a href="http://www.co.mchenry.il.us/departments/Recorder/PDFDocs/Recorder%20PDF%20Plat%20Act%20Aff%2002-09.pdf">http://www.co.mchenry.il.us/departments/Recorder/PDFDocs/Recorder%20PDF%20Plat%20Act%20Aff%2002-09.pdf</a>
<b>Peoria County</b>	In the city of Peoria, deeds must go to the Town Clerk first. City form needed
<b>Ogle County</b>	Requires Plat Act Affidavit
<b>Randolf County</b>	Requires PTAX-203
<b>Sangamon County</b>	Requires PTAX-203 and Plat Act Affidavit <a href="http://www.sangamoncountyrecorder.com/forms/forms/PlatActAffidavit.pdf">http://www.sangamoncountyrecorder.com/forms/forms/PlatActAffidavit.pdf</a>
<b>Shelby County</b>	Requires Plat Act Affidavit
<b>Tazewell County</b>	Requires PTAX-203
<b>Vermillion County</b>	No labels on documents are accepted
<b>Will County</b>	Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.
Village of Romeoville	Romeoville Website for Reference <a href="http://www.romeoville.org/Finance/realestate_transfertax.aspx">http://www.romeoville.org/Finance/realestate_transfertax.aspx</a> Village of Romeoville Sample Clearance Letter <a href="http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Clearance-Letter-Sample.pdf">http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Clearance-Letter-Sample.pdf</a> Village of Romeoville Certificate of Exemption <a href="http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Exemption-Certificate.pdf">http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Exemption-Certificate.pdf</a> Village of Romeoville Real Estate Transfer Tax Refund Form <a href="http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Refund-Form.pdf">http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Refund-Form.pdf</a>
<b>Williamson County</b>	Requires 10 point font are larger
<b>Winnebago County</b>	Requires Affidavit of Exception to Plat Act for all exempt deeds No blue ink except for signatures



## Administrative Recording Requirements

### State of Indiana

**Marital State:** No  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 92 counties / Recorder

**Required Documents:** **Sales Disclosure Form**  
<http://www.in.gov/icpr/webfile/formsdiv/46021.pdf>  
Sales Disclosure Instructions  
<http://www.in.gov/dlgf/8294.htm>

**Required Statement:** "This instrument prepared by" (name)  
The following affirmation statement:  
"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law."  
This affirmation statement must be included at the end of document.  
This statement must be signed and include a printed name.

### Formatting of Documents:

Format specified by statute  
Minimum 20 lb, white paper  
8 1/2 x 14 or smaller  
First page: 2" top and bottom margins, all other margins 1/2"  
All other pages: 1/2" margins on all sides  
Typed or computer generated (no continuous form papers)  
Minimum 10 point font size  
Black ink required, except signatures  
All documents must be legible for photo reproduction  
Include a title with nature of document

**Legal Description:** Must include section, township, range or subdivision and lot  
Include mortgagor names, books & pages

**Other Requirements:** Must contain Grantee address and tax billing address  
Notary certificate require county, stamp or seal as  
Type, print or stamp name under each signature  
Non originals must have "copy" stamped on first page  
Some counties require a self-addresses stamped envelope  
All signatures require printed name underneath  
Parcel number required on all documents  
All names must match exactly throughout documents  
Subsequent filings should include reference date, book & pages  
Re-records require reason listed at top of document

**Manufactured Home Requirements:**

- 1) Mortgage
- 2) Manufactured Home Affidavit of Affixation
- 3) Real Property and Manufactured Home Limited Power of Attorney

**Blanket Assignments:** Some counties will accept for an additional fee

**Blanket Releases:** Some counties will accept for an additional fee

**Completion Time:** 2 days - 2 weeks

**Indiana County Specifics**

**Allen County** Documents that contain blue ink are charged a \$ 1.00 non-standard fee

**Dearborn County** Will on record subordinations and assignments concurrently  
15 digit parcel number must be included on the Sales Disclosure Form obtainable online or  
**Hendricks County** by calling 317-745-9206

**Madison County** Key Number must be included on the Sales Disclosure Form. This can be found on the tax  
notice, or by calling 765-641-9408

**St. Joseph County** Purchases require inspections 3 days prior to closing. Health Department requires  
additional property transfer paperwork see the attached link for instructions and forms.

[http://www.stjosephcountyindiana.com/departments/sjchd/online\\_permits.htm](http://www.stjosephcountyindiana.com/departments/sjchd/online_permits.htm)

**Vanderburg County** Documents being recorded simultaneously must be numbered in the top left hand corner  
of the documents specifying correct order.

## Administrative Recording Requirements

### State of Iowa

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 99 counties / Recorder

**Required Documents:** **Real Estate Transfer Declaration of Value**  
<http://forms.gmdsolutions.com/recorder/retransferdeclarationofvalue.pdf>  
**Real Estate Transfer Groundwater Hazard Statement**  
[http://www.iowadnr.gov/other/files/gwh\\_form.pdf](http://www.iowadnr.gov/other/files/gwh_form.pdf) These forms must be originals and require social security number(s)

**Required Statement:** "Address Tax Statement" followed by name and physical mailing address (PO Boxes are not acceptable)  
"This document prepared by " with name, address, phone number

### Formatting of Documents:

Format specified by statute

20 lb, white paper

8 1/2 x 11 or 8 1/2 x 14

Black or blue ink

10 point font size and no more than 20 characters per inch First page: 3"

top margin , other margins minimum of 3/4" Below the 3" margin on

first page, the following information is required:

- 1) "This document prepared by " with name, address, phone number
- 2) "Address Tax Statement" followed by name and physical mailing address
- 3) Return-to address
- 4) Title of document
- 5) All grantors' names
- 6) All grantees' names
- 7) Legal Description including parcel number

\*If any of this information does not fit on the first page, you will need to include a reference listing the page number that the information can be found.

Must be legible for duplication

**Legal Description:** Required for all deeds & mortgages, include book & page, and instrument/document number

**Other Requirements:** All signatures must include a printed name below the signature  
Notary certification must include county, state, and expiration date  
Self addresses stamped envelope Subsequent filings should include reference date, book & pages Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** Same day - 2 weeks

### Iowa County Specifics

**Black Hawk County** Will not record documents concurrently

**Polk County** All deed forms must be originals with a carbon copy.

Coversheet is required, link below

<http://www.polkrecorder.com/coversheet.pdf>

## Administrative Recording Requirements

### State of Kansas

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** Yes

**Recording Structure:** 105 counties / Register of Deeds

**Required Documents:** **Real Estate Sales Validation Questionnaire**  
<http://www.ksrevenue.org/pdf/SVQ.pdf>

#### Formatting of Documents:

Format specified by statute  
Not to exceed legal size (8 1/2 x 14)  
First page: 3" top margin, 5" right hand side blank. Margin must allow "sufficient space for recording information and certification" / All other sides must be 1"  
Other pages: 1" margins on all sides  
9 point font  
"Sufficiently legible" for duplication

**Legal Description:** Required ; a tax description and property address are insufficient  
Book & page required, not instrument number

**Other Requirements:** Satisfactions require full name and post office address of mortgagor  
Satisfactions must be filed with the District Court based on property location. Checks are payable to "Clerk of the Court" for appropriate jurisdiction. Call for fees.  
Conveyances require full name and last known address of person to whom the property is being conveyed.  
Type or print name under all signatures  
Notary certification with seal and expiration date are required  
Marital status of individual grantors  
Some require self addressed stamped envelope  
Subsequent filings should include reference date, book & pages  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 2 days - 2 weeks

#### Kansas County Specifics

**Johnson County** Re-File Affidavit and Mortgage Registration Fee Affidavit required for all Re-Records  
[http://rta.jocogov.org/documents/DOC\\_RE-FILE\\_AFFIDAVIT.pdf](http://rta.jocogov.org/documents/DOC_RE-FILE_AFFIDAVIT.pdf)  
<http://rta.jocogov.org/documents/MORTGAGE%20REGISTRATION%20FEE%20AFFIDAVIT.pdf>





## Administrative Recording Requirements

### State of Kentucky

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 120 counties / Register of Deeds

**Required Statement:** "This document prepared by " with name, address, and signature  
"Property Tax Bill in care of" name and mailing address

### Formatting of Documents:

Format not specified by statute  
Must be "crisp, clean, complete and legible"  
Must be legible for duplication  
Mark and cross reference all exhibits  
Title stating nature of document

**Legal Description:** Parcel number required on all documents  
Deeds require deed book & page  
Mortgages require mortgage book & page

**Other Requirements:** Printed name under each signature  
Notary certification with date of expiration and seal is required  
Grantee and Grantor addresses  
Re-Records are not accepted. Must be "Original Corrective" document

### Manufactured Home Requirements:

- 1) Manufactured Home Limited Power of Attorney
- 2) Affixation Affidavit

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 1 day - 2 weeks

### Kentucky County Specifics:

**Boone County** Requires Group Number on all documents. This is obtained from county.  
**Burlington County** Requires Group Number on all documents. This is obtained from county.  
**Campbell County** Requires Group Number on all documents. This is obtained from county.  
**Harlan County** All deeds and mortgages must be prepared by or signed off by an attorney  
**Kenton County** Requires Group and PIN Numbers on all documents. These are obtained from county.

## Administrative Recording Requirements

### State of Louisiana

**Marital State:** Community Property State

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 64 parishes / Clerk of Court  
separate offices for deeds and mortgage in Orleans Parish  
Recorder of Mortgages in Orleans Parish

### Formatting of Documents:

Format specified by statute  
2" top margin; 1" side and bottom margins  
Penalty for font size smaller than 8 point  
Title is required under the 2" margin  
Orleans Parrish requires 8 1/2 x 14  
No faxes are accepted

**Legal Description:** Include municipal number or property address

**Other Requirements:** 2 witnesses are required; include printed name beneath signatures  
Full names, mailing addresses, social security numbers, and marital status must be included for all parties  
All signatures must include a printed name  
Notary must include printed name, title, date and seal. Notary certifications by Louisiana notaries must include notary certification number, or LA Bar number. be recorded within 15 days of dating.  
Must include a request, and self-addresses stamped envelope if a copy is requested. Louisiana does not return copies automatically

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 1 - 5 days

### Louisiana Parish Specifics

**East Baton Rouge:** Cover Sheet Required  
<http://www.ebrclerkofcourt.org/LinkClick.aspx?fileticket=8PRQa%2fjcpU4%3d&tabid=125>

**Caddo Parish** **Cancellation Form Requirements:**  
Request for Cancellation Form and paid note required. Cancellation Memo ACT 169 linked below:  
[http://www.caddoclerk.com/ACT\\_169\\_b.pdf](http://www.caddoclerk.com/ACT_169_b.pdf)  
Request for Cancellation  
[http://www.caddoclerk.com/RFC\\_1.pdf](http://www.caddoclerk.com/RFC_1.pdf)  
Release by Obligee of Record  
[http://www.caddoclerk.com/RFC\\_2.pdf](http://www.caddoclerk.com/RFC_2.pdf)  
Request for Cancellation by Licensed Financial Institute  
[http://www.caddoclerk.com/RFC\\_3.pdf](http://www.caddoclerk.com/RFC_3.pdf)

**Jefferson Parish** **Parish Forms available on website below:**  
<http://www.jpclerkofcourt.us/mort&Convey/Forms.asp>

**Orleans Parish** **Parish Forms available on website below:**  
<http://www.orleanscdc.com/forms.shtm>

**St. Tammy Parish** **Parish Forms available on website below:**  
<http://www.sttammanyclerk.org/main/forms.asp>



## Administrative Recording Requirements

### *State of Maine*

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 16 counties / Register of Deeds

**Required Documents:** **Real Estate Transfer Tax Declaration**

<http://maine.gov/revenue/propertytax/transfertax/RealEstateTransferTax.pdf>

### **Formatting of Documents:**

All documents are required by statute to be "legible for recording"

No fax copies accepted

### **Legal Description:**

Must include "adequate description"

Book and page must be listed within document

### **Other Requirements:**

Signatures are required on all releases

All signatures must include a printed/typed name underneath

Name and address of grantee and grantor required

Notary certification is required and must have a typed name underneath signature

Return to name, address and toll-free phone number required

Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee.

**Blanket Releases:** Generally accepted for additional fee.

**Completion Time:** 2 weeks - 2 months



## Administrative Recording Requirements

### State of Maryland

**Marital State:** No  
**Trust State:** Yes  
**Mortgage State:** Yes

**Recording Structure:** 23 counties Clerk of Circuit Court  
Baltimore is an independent city

**Required Statement:** **Affidavit of Preparation** required for all deeds, mortgages, deeds of trust and modifications certifying that documents were prepared by an attorney, or under an attorney's supervision, or a certification that the documents were prepared by one of the named parties in the document.

**One of the following forms of certification must be used:**

1) "This is to certify that the within instrument has been prepared under the supervision of the undersigned Maryland attorney." This statement must be signed by the attorney, and a printed name must be listed underneath.  
**or**

2) "This is to certify that the within instrument has been prepared by a party to the instrument." This statement must be signed by the authorized party and a name must be printed beneath the signature, as "Authorized Agent". **Return to** name and address must be listed on the bottom of the last page of the instrument

**Affidavit of Exemption** (from licensing and/or taxation) when necessary

**State Website:** [www.dat.state.md.us](http://www.dat.state.md.us) Information regarding non-resident income tax can be found on the following website.  
[http://business.marylandtaxes.com/pdf/withholding\\_requirement.pdf](http://business.marylandtaxes.com/pdf/withholding_requirement.pdf)

**Required Documents:** **Affidavit of Residence Application for Certificate of Full or Partial Exemption** Form MW506AE **Maryland Non-Resident Sale of Real Property** Form MW506NRS  
<http://individuals.marylandtaxes.com/taxforms/10forms.asp> **Land Record Intake Sheet**  
<http://www.courts.state.md.us/courtforms/index.html> **Refinance Affidavit**

### Formatting of Documents:

Format specified by statute. Excessive fees for noncompliance  
White paper  
8 1/2 x 11 or 8 1/2 x 14  
First page: 3 " top margin / 1" other margins  
Other pages: 1" all margins  
8 point font Black ink Documents may be returned if not considered legible for recording

**Legal Description:** Adequate description necessary on all deeds, deeds of trust and mortgages  
Include a Principal Residence Statement when necessary

**Other Requirements:** All signatures require a typed or printed name above or below Grantor name and mailing must be included on all documents Documents require attorney preparation Notary required, seal must contain county of commission Margin notations cannot be used to release mortgages. Re-records require reason listed at top of document Extensive varying county requirements, contact municipality for verification of forms Abstractor services are recommended as many counties will not allow mail-in recordings

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

**Blanket Assignments:** Generally accepted at no additional fee  
**Blanket Releases:** Generally accepted in some counties at no additional fee  
**Completion Time:** Varies by county

**Maryland County Specifics**

**Carroll County** All changes must be initialed  
**Charles County** Requires **Application for Certificate of Tax Liens**  
[http://www.charlescounty.org/treas/taxes/cert\\_tax\\_liens\\_app.pdf](http://www.charlescounty.org/treas/taxes/cert_tax_liens_app.pdf)  
**Cecil County** Requires **Property Transfer Cover Sheet**  
<http://www.ccgov.org/uploads/Treasurer/PROPERTY%20TRANSFER%20RECORD.pdf>  
**Howard County** Requires **Howard County Refinance Affidavit**  
<http://www.co.ho.md.us/DOF/DOFDocs/RecordationRefinanceAffidavit.pdf>  
**Prince George County** Requires **Prince George County Finance Affidavit**  
<http://www.princegeorgescountymd.gov/Government/AgencyIndex/Finance/PDFs/Finance+Affidavit+internet+copy06-08.pdf>  
<http://www.co.pg.md.us/government/agencyindex/finance/forms.asp>



## Administrative Recording Requirements

### State of Massachusetts

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 14 counties / Register of Deeds  
Secretary of State in Franklin & Middlesex counties

### Massachusetts Register of Deeds Listing of all District Offices (including websites and contact information):

<http://www.sec.state.ma.us/rod/rodlst/lstidx.htm#Ba>

### Required Cover Sheets:

**Berkshire County** Berkshire Middle District Document Cover Sheet

[http://www.sec.state.ma.us/rod/rodbrksth/doc\\_cover.pdf](http://www.sec.state.ma.us/rod/rodbrksth/doc_cover.pdf)

**Franklin County** Franklin County Document Cover Sheet

[http://www.sec.state.ma.us/rod/rodfranklin/document\\_cover\\_sheet.pdf](http://www.sec.state.ma.us/rod/rodfranklin/document_cover_sheet.pdf)

**Nantucket County** Land Bank Commission Form A

<http://www.nantucketlandbank.org/Documents/forma.pdf>

### Required Information: One of the following must be included

*If mortgage broker* Include: name, post office address, license number; and, if applicable, mortgage loan originator  
*If no mortgage broker* "No mortgage broker and no loan originator was involved in this transaction"

Deeds require **Consideration Statement** that must include on the following: a) Amount of \$ 1.00, b) Amount of more than \$ 100.00, or c) "For Love and Affection".

**Formatting of Documents:** Format specified by statute Paper must be "sufficient weight to reproduce in registry scanners"

8 1/2 x 14 or 8 1/2 x 11

First page: 3" top margin; right hand 3" blank

Return-to address in left hand 3 1/2" Some

counties require 2" side and bottom margins

10 point font size, minimum

### Legal Description:

Property address must be listed on the first page Derivation clause must include book and page (not instrument number) Address of property and address of residence required to be listed separately If Registered Land, Title number must be included

### Other Requirements:

All signatures must be legible.

Printed name must be included under all signatures Corporate officers must include corporate title under signature, including notary signature Grantee post office address required

Notary with expiration date required. Seal is required for out-of-state notaries. Some counties require self-addressed stamped envelope Must be recorded in the correct registry based upon property address Assignments require assignee name and address Titles changes in/out of trust must be signed as trustee and as individual. Book & Page of Trust must be included

Do not include social security or driver's license numbers on documents

Affidavit of Name Change is used to change name only on title of Deeds

Trust Affidavits must be filed as separate recorded documents

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 weeks - 2 months

**Massachusetts County Specifics**

**Barnstable County** Must submit both original and a copy of documents

**Dukes County** Deeds require Land Bank Forms LB1 and LB2

<http://www.mass.gov/courts/courtsandjudges/courts/landcourt/policies-procedures.html>

**Essex South County** If Registered Land, must submit both original and a copy of documents

**Hampden County** Documents involving Registered Land require a cover letter requesting a time stamped copy

**Middlesex County** Subordinations can be recorded concurrently, and require document number (not book & page)

Middlesex County Document Recording Checklist (not required as an attachment)

<http://www.sec.state.ma.us/rod/rodmidsth/msreqrec.htm>

**Suffolk County** Documents involving Registered Land require a cover letter requesting a time stamped copy

**Worcester County** Documents involving Registered Land require a cover letter requesting a time stamped copy

## Administrative Recording Requirements

### State of Michigan

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 83 counties / Register of Deeds

**Required Documents:** **Real Estate Transfer Valuation Affidavit**

[http://www.michigan.gov/documents/strealestran1\\_2544\\_7.pdf](http://www.michigan.gov/documents/strealestran1_2544_7.pdf)

**Exemptions** require the following directly below the title of the document: "Tax Exempt Pursuant to M.C.L.A. 207-526(6)(i) and County Exemption MCL 207.505 §5 By: \_\_\_\_\_"

**Manufactured Homes:** **Affidavit of Affixation of Manufactured Home**

[http://www.michigan.gov/documents/dleg/dleg\\_bcc\\_mhaffidavit\\_affixture\\_254632\\_7.pdf](http://www.michigan.gov/documents/dleg/dleg_bcc_mhaffidavit_affixture_254632_7.pdf)

This must be filed with the Michigan Department of Labor & Economic Growth, 2501 Woodlake Circle, Okemos, MI 48864 (517) 241-9317)

**Required Statement:** "This document prepared by" name and address

**Formatting of Documents:**

Format required by statute  
20 lb paper  
8 1/2 x 11 or 8 1/2 x 14 only  
First page: 2 1/2" top margin, all other margins 1/2"  
Other pages: 1/2" margins all sides  
10 point font  
A single title must be included under top margin  
Must be electronically, mechanically, or hand printed  
Must be legible for recording  
All printing must be in black ink. Signatures may be in blue ink

**Legal Description:**

Include liber (book) and page.  
Required for deeds and mortgages, suggested with all documents  
Must include city, township or village, county and state of property

**Other Requirements:**

All signatures must include a printed name underneath  
All signatures must match the printed name exactly  
All names/signatures must be consistent throughout documents  
Grantee and Grantor names addresses required

Notary must include county and date of expiration. If the notary is completed in a county other than the county that the notary was commissioned in, "Acting in ---- County", must also be included.

Witnesses are no longer required

Deeds and mortgages must include marital status

Do not include first five digits of the social security unless required by state or federal law



Some counties require self-addressed stamp envelope  
All changes must be initialed  
Physical address of lender is required (cannot accept PO Box)  
Assignments must include signature followed by the corporate name and title  
Death Certificates must include a cover sheet that include 1) the title of the document and 2) return to name and address  
Re-Records require **Affidavit of Facts**

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 days - 2 months

**Michigan County Specifics**

**Calhoun County** AKAs require borrower to sign

**Genesee County** Will record documents concurrently

City of Flint Deeds must be certified by the City Treasurer, 1101 S Saginew Street, Flint, MI 48502

Fees apply, payable to City Treasurer

For non-exempt deeds: send Transfer Affidavit Form to Tax Assessor's office and the Deed to County

Recorder

**Kalamazoo County**

**Lapeer County** No coversheets accepted. Title of Document Required on very top of document

**Macomb County** Will not record documents concurrently

Documents must be stamped by the Treasurer's Office, then recorded with the county

Affidavit of Facts must reference the document being re-recorded along with the legal description

**Oceana County** Subordinations require borrower's name

**Oakland County** Noncompliant documents will be rejected

**Saginaw County** Will not record assignments concurrently

**Tuscola County** Will not record documents concurrently

**Wayne County** Tax Certification required to record Warranty Deeds

Abstractor must be utilized as no mail-in certifications are accepted

## Administrative Recording Requirements

### State of Minnesota

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** Yes

**Recording Structure:** 87 counties / Recorder

**Required Documents:** **Well Disclosure Certificate (or statement)**

<http://www.health.state.mn.us/divs/eh/wells/disclosures/certificateform.pdf>

or "The seller certifies that the seller does not know of any wells on the described property"

**Mortgage Registry & Deed Tax Form**

[http://www.taxes.state.mn.us/special/mortgage\\_deed/forms/dt1.pdf](http://www.taxes.state.mn.us/special/mortgage_deed/forms/dt1.pdf)

**Certificate of Real Estate Value** required for all Deeds over \$ 1,000

If Consideration is less than \$ 500 must include "Total consideration for described property is of \$500 or less". Social security numbers must be included

**Death Certificates** **Affidavit of Survivorship** required

**Power of Attorneys** **Affidavit of Recorded Power of Attorney** required

**Manufactured Homes:** **Affixation Affidavit** required

**Manufactured Home Power of Attorney** required

**Required Statement:** "This instrument was drafted by" name and address must be included at the end of the document (do not use "prepared")  
"Send tax statement to" name and address

### Formatting of Documents:

Format specified by statute

No larger than 8 1/2 x 14

First page: Blank 3" top margin (left side for tax certification/ right side for recording information)

1/2" all other margins

8 point minimum size font

Black ink

Must be printed, typed, or computer generated

Title of document must be visible under the top margin

Must be "sufficiently legible to reproduce a legible copy"

No highlighting or corrective tape or liquid accepted

**Legal Description:** Required for all deeds, mortgages, and partial releases, requested on all documents

Tax book descriptions are not acceptable

Include book and page or document number

**Other Requirements:** Grantee and Grantor names and addresses

All signatures must include a printed, typed or stamped name underneath , including that of notary

Notary certification must include county, and expiration date on all documents.

Notary must include a reproducible seal

Include marital status of all grantors

Borrower's name and address must be included in the acknowledgement

Re-records require reason listed at top of document

Payment required in two checks: 1 to recorder and 1 to treasurer

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 3 weeks

**Minnesota County Specifics**

**Anoka County** Re-Records must be resigned and acknowledged

**Dakota County** Penalty for writing in margins.

Coversheet must be attached if first page does not meet standards

**Faribault County** **Property Transaction Form** required for all deeds

<http://www.faribaultcountyswcd.com/FileLib/Property%20Transfer%20Form.pdf>

**Hennepin County** Re-Records must be resigned and acknowledged

Will accept FKAs, but not AKAs

Certified copy of Marriage License required when adding spouse to title

Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

Power of Attorney requires **Affidavit of Non-Revocation of Power of Attorney**

**Lynn County** Re-Records must be resigned and acknowledged

**Ramsey County** Requires a \$ 5 mail-in fee per package (not per document)to the recorder's office.

**Washington County** Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

**Wright County** Requires \$ 5 Agricultural Preservation Fee payable to Auditor-Treasurer



## **Administrative Recording Requirements**

### ***State of Mississippi***

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 82 counties / Clerk of Chancery Court

**Required Statement:** "This document prepared by" name, address and phone number (must be on first page)  
"Return this document to" name, address, and phone number (must be on first page)  
"Indexing Instructions" must be listed on first page as listed below

### **Formatting of Documents:**

Format specified by statute  
20 lb white paper, no continuous form paper  
Typed or computer generated  
8 point font  
First page: 3" top margin left blank for recording information  
3/4" all other margins Preparer's name, address, and phone number must be included immediately under 3" margin on first page Return-to name, address, and phone number immediately under preparer's information on first page Title and nature of document immediately under return-to information on first page "Indexing Instructions" must be listed immediately below title and must include section, township, and range Must be legible for photo duplication  
One-sided documents only

**Legal Description:** Legal Description must be included on the first page of all documents as "Exhibit A"  
Book and page required

**Other Requirements:** Grantee and grantor names, addresses, and two phone numbers must be listed on the first page of all documents  
If two phone numbers are not available, N/A must be listed as second number Notary certification must include expiration date and seal If the preparer is an attorney, the attorney's Mississippi Bar Number must be included on the first page Some counties require self-addressed stamped envelope  
Re-records require reason listed at top of document  
"Power of Attorney" not accepted for homestead property.

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 days - 2 weeks

### **Mississippi County Specifics**

**Newton County** required indexing instructions to be listed separately from the legal description within the document

## Administrative Recording Requirements

### State of Missouri

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 114 counties / Recorder of Deeds  
St. Louis is an independent city

### Formatting of Documents:

Format specified by statute. Non-conforming documents will be assessed with a penalty fee  
White or light colored, 20 lb paper  
8 1/2 x 11  
First page: 3" top margin  
3/4" all other margins  
10 point font size Black or dark ink including signatures Must be  
"clear and readable image" Title with nature of document  
immediately under 3" top margin  
The following must be included on the first page: title, date, grantor and grantee names, addresses, and legal description  
No highlighting, white out, or labels permitted throughout documents. Non-standard penalty fees charged for non-compliance

**Legal Description:** Must be included on the first page of all documents Book & page is  
required, instrument number is required when applicable Property  
address is not acceptable

**Other Requirements:** All signatures must include printed, typed or stamped name under original signature  
All signatures must be in black or dark ink Corporate  
seal is required when applicable Grantee mailing  
address must be included on all deeds Assignee  
address must be included on all assignments  
Notary certification must include county, expiration date and seal, as well as printed, stamped or typed name under signature  
Return-to name, address, and toll-free phone number Some counties require self-addressed stamped envelope  
Most counties do not permit pages to be attached in any way (IE: staples, clips) Re-records require reason listed  
at top of document Do not include social security, driver's license, or any type of personal identification numbers  
on any documents

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 2 weeks

### Missouri County Specifics

**Greene County** No stickers permitted on documents to be recorded, no exceptions  
Does not record documents concurrently

**Jackson County** Requires **Jackson County Certificate of Value**  
<http://www.jacksongov.org/content/3271/3632/default.aspx>

**Jefferson** Does not record documents concurrently

**Ray County** No stickers permitted on documents to be recorded, no exceptions. No writing permitted on the top of documents

**St. Charles County** Requires **St. Charles County Certificate of Value**  
[http://recorder.sccmo.org/recorder/index.php?option=com\\_content&task=view&id=9&Itemid=20](http://recorder.sccmo.org/recorder/index.php?option=com_content&task=view&id=9&Itemid=20)

**St. Louis County** Requires **St. Louis County Certificate of Value**  
<http://revenue.stlouisco.com/RevWebDocs/Forms/COV%20Form.pdf>

## **Administrative Recording Requirements**

### ***State of Montana***

**Marital State:** No

**Trust State:** Yes

**Mortgage State:**

**Recording Structure:** 56 counties / Clerk

### **Montana Depart of Revenue Website:**

<http://revenue.mt.gov/revenue/formsandresources/RTC1.asp>

**Required Documents:** **Realty Transfer Certificate Confidential Tax Document Form**

<http://revenue.mt.gov/revenue/formsandresources/forms/488RTC.pdf>

**DNRC Water Right Ownership Update**

[http://dnrc.mt.gov/wrd/water\\_rts/wr\\_general\\_info/wrforms/608.pdf](http://dnrc.mt.gov/wrd/water_rts/wr_general_info/wrforms/608.pdf)

### **Formatting of Documents:**

Format specified by statute / penalty fee for non-compliance

20 lb white paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3" top margin; 5" right hand side blank for recording information / 1" all other margins

Return-to name and address in left hand 3 1/2"

2" bottom margin on last page for time stamp as required by law

Other pages: 1" all margins

Names of all parties must be listed on the first or second page

Typed or computer generated

10 point font

All print must be in Black ink, excluding signatures

**Legal Description:** Must be included with all deeds, mortgages, assignments and release documents

Must include parcel number and deed reference

**Other Requirements:** All signatures must include printed, typed or stamped name under original signature

Grantee mailing address must be included on all documents

Notary certification must include expiration date, seal, and city of residence.

Return-to name, address, and phone must be included

Mortgages must include note or principal amount

Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for no additional fee

**Blanket Releases:** Generally accepted for no additional fee

**Completion Time:** 1 week - 1 month

**Administrative Recording Requirements**  
**State of Nebraska**

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 93 counties / Register of Deeds (Clerk in some counties)

**Required Documents:** **Real Estate Transfer Statement**  
[http://pat.ne.gov/general/forms/pdf/521\\_real\\_estate\\_transfer\\_statement.pdf](http://pat.ne.gov/general/forms/pdf/521_real_estate_transfer_statement.pdf)  
**Tax Exemption Forms and Guidelines**  
<http://pat.ne.gov/exemptions/>

**Formatting of Documents:**

Format specified by statute, penalty fee for non-compliance  
1/2" vertical margins  
Some counties will reject if not in black ink  
First page: 2 1/2" x 6 1/2" blank top margin for recording information  
Preparer's name, address, and phone number must be included immediately under top margin  
Return-to name, address, and phone number immediately under preparer's information

**Legal Description:** Full legal description required for all documents  
Must include lot, block, section, township, range, etc.  
Book & page number are insufficient

**Other Requirements:** All signatures must include printed, typed or stamped name under original signature  
Notary certification must include expiration date, seal, and city of residence.  
Some counties require self-addressed stamped envelope  
Re-records require all new deed forms to be submitted  
Assignments / Subordinations cannot be recorded concurrently  
Subordinations require corporate acknowledgement

**Blanket Assignments:** Generally accepted for no additional fee

**Blanket Releases:** Generally accepted for no additional fee

**Completion Time:** Same day - 2 months

## Administrative Recording Requirements

### State of Nevada

**Marital State:** Community Property State

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 16 counties / Recorder  
Carson City is an independent City

**Required Documents:** Declaration of Value

[http://www.hcnv.us/recorder/docs/dov\\_form.pdf](http://www.hcnv.us/recorder/docs/dov_form.pdf)

**Required Statement:** Affirmation Statement as follows: The undersigned hereby affirms that this document submitted for recording does not contain a social security number". Signed: \_\_\_\_\_"

This statement must be listed on the top left hand side of the first page, or coversheet

"Mail Tax Statement to" name and address must be listed on top of all Deeds

**Formatting of Documents:**

Format specified by statute / non-standard fees apply

20 lb white paper

8 1/2 x 11

First page: 3" top margin / right hand 3" blank / 1" all other margins

Other pages: 1" margins all sides

Return to name and address in left hand top 3"

Adequate space must be left for recording information or a coversheet must be included

1" other margins

Do not attach documents with staples or clips

Do not highlight or use tape or place tabs on documents

Do not overlap stamps or seals on text or signatures

10 point Times New Roman minimum point font size

Black ink, signatures may be in other dark color

Typed or computer generated

One-side paper only

No continuous form paper

Legible for photo duplication

Clarity Pages are allowed for an additional fee

**Legal Description:** Required with parcel number listed at the top of first page of all conveyances, mortgages, and deeds of trust  
Derivation Clause must be included

**Other Requirements:** Tax Parcel Number must be included in the top left hand corner of first page  
All signatures require a stamped, printed or typed name underneath  
Corporate titles must be printed when application  
Grantee mailing address required on all deeds of trust, mortgages, and conveyances  
Name and Address for tax statement must be included  
Notary certification requires date, expiration date, stamp or seal.  
Nevada notaries need to include certificate of appointment number  
Return-to name and address must be on the face of all documents  
Do not include social security number.\* Some counties require an affirmation of this to be included  
Copy of divorce decree required when transferring property due to a divorce  
Re-records require reason listed at top of document



**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 6 weeks

**Nevada County Specifics**

**Churchill County** Agents cannot sign Declaration of Value

**Clark County** Requires coversheet for all Re-Records stating reason (reason must also be stated within document)

**Lyons County** Clarity Pages must state "For Clarity Purposes only" and document must state "See attached exhibit for clarity purposes"  
Non-standard penalty fee for using tape within documents

**Coversheet required**

<http://www.lyon-county.org/index.aspx?NID=594>

**Mineral County** **Coversheet required**

**Washoe County** **Legibility Form** must be used if document is illegible

<http://www.washoecounty.us/repository/files/25/LegibilityNotice.pdf>

**Coversheet required**

<http://www.washoecounty.us/repository/files/25/Cover%20Page%20with%20Affirmation%20Statement%20062107.pdf>

**Generic Coversheet** [http://www.churchillcounty.org/recorder/pdf/coversheet\\_0607.pdf](http://www.churchillcounty.org/recorder/pdf/coversheet_0607.pdf)



## Administrative Recording Requirements

### State of New Hampshire

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 10 counties / Register of Deeds

**Required Documents:** **Declaration of Consideration (CD 57)**  
[http://www.revenue.nh.gov/forms/By\\_Number/documents/cd\\_57.pdf](http://www.revenue.nh.gov/forms/By_Number/documents/cd_57.pdf)  
**Buyer's Questionnaire (PA 34)**  
**An original PA 34 must be submitted and can be order by calling: 603-271-2687**  
Information on this form can be found on the following website.  
<http://www.nh.gov/revenue/forms/rettfoms.htm>

### Formatting of Documents:

Format specified by statute  
20 lb white paper with no watermarks  
8 1/2 x 11 or 8 1/2 x 14 only  
First page: 3" top margin / 1" other margins / Right hand side must be blank  
Return to name and address must be listed in left hand top margin  
Other pages: 1" margins on all sides  
10 point font or larger  
Dark blue or black ink  
All pages must be legible for photo duplication  
One sided paper only and no continuous form paper  
Do not attach pages with staples or clips  
Coversheets are not accepted

**Legal Description:** City or town must be included in the first sentence of the legal description  
Must be included in or attached to all deeds and mortgages  
Must include the names of all municipalities that the property is located in.

**Other Requirements:** All signatures must include a typed name underneath  
All corporate signatures require a typed name and title underneath  
Grantee name and mailing address is required for all documents (assignee for assignments)  
Notary certifications require date, expiration date and seal  
All counties require self addressed stamped envelope or postage fees will be charged  
AKAs, etc must be typed into document. Handwritten is not accepted  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee  
**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 3 weeks

### New Hampshire County Specifics

**Rockingham County** Minimum \$ 40 payment required to the Rockingham Register of Deeds for moving property in and/or out of trust.  
No fax copies are accepted

## Administrative Recording Requirements

### State of New Jersey

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 21 counties / Register of Deeds & Mortgages

**Required Documents:** **Affidavit of Consideration or Exemption or Partial Exemption**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/lpt/rtfexempt.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtfexempt.pdf)  
**Affidavit of Consideration for Use by Buyers**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/lpt/rtflee.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtflee.pdf)  
**Seller's Residency Certification/Exemption**  
[http://www.state.nj.us/treasury/taxation/pdf/other\\_forms/tgi-ee/gitrep3.pdf](http://www.state.nj.us/treasury/taxation/pdf/other_forms/tgi-ee/gitrep3.pdf)  
New Jersey Forms can be downloaded from the following website:  
<http://njrecording.com/>

**Required Statement:** "Prepared by" name, address, and phone number. Must also include signature on first page

**Formatting of Documents:** No format specified by statute  
Most counties prefer 8 1/2 x 14  
Some counties will reject documents that are not legible for duplication  
Do not include driver's license and social security numbers in documents

**Legal Description:** Required for all documents and must include block & lot numbers. Parcel numbers are not acceptable

The first sentence of the property description needs to include the names of all municipalities that the property is located in.  
Include tax map reference on all deeds

**Other Requirements:** All signatures must include the name typed, printed or stamped underneath.  
All corporate officer titles must also be typed underneath signatures  
Grantee or mortgagee mailing address is required on first page

Notary certificate must include date, state, county, expiration date, and sell. NJ attorney's must notate NJ Attorney at Law.  
All deeds must include the amount of consideration and the assumed mortgage balance. Properties over \$ 1 million must include a property class. All names and signatures must match and be consistent throughout all documents. Some counties require a self-addressed stamped envelope  
Re-records require reason listed at top of document  
Transfer Tax is payable via Certified check (unless noted below)

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 week - 2 months

### New Jersey County Specifics

**Camden County** For AKAs, person must sign under both names  
**Essex County** Will not record death certificates  
Release of Construction liens are mailed County Clerk Office, PO Box 690, Newark, NJ 07101-0690 with check payable to Essex County Clerk  
**Hudson County** Charges additional fee for re-records  
Properties in East Windsor Township require a copy of the recorded deed, along with \$ 25 payable to East Windsor Township sent to: East Windsor Township Tax Clerk, 16 Lanning Blvd, East Windsor, NJ 08520-1999  
**Mercer County**  
**Monmouth County** Discharge of Mortgages require reference to original mortgage or certified copy attached  
**Ocean County** Cover Letter required  
**Sussex County** Transfer Tax payable by Cashier's Check

## **Administrative Recording Requirements**

### ***State of New Mexico***

**Marital State:** Community Property

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 33 counties / Clerk

#### **Formatting of Documents:**

Format not specified by statute

Documents will be returned if not enough space is left for the recording information

3" top margin with 5" right hand blank will provide space needed

**Legal Description:** All instruments require a full legal description

**Other Requirements:** Grantee mailing address is required

Some counties require self-addressed stamped envelope

Re-records have varying requirements by county. Call county for specifics

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 1 month

## Administrative Recording Requirements

### State of New York

**Marital State:** No  
**Trust State:** No  
**Mortgage State:** Yes

**Recording Structure:** 62 counties / Clerk (Register in some counties)

**Required Documents:** **Equalization & Assessment Report (EA-5217 or RP-5217)**  
**Transfer Tax Affidavit (TP-584 or TP-584.1)**

Non-residents: **Certificate for Recording of Deed & Non-Resident Income Tax Payment Voucher (IT-2663)**  
**Property Transfer Tax Return (NYC-RPT)** required for 4 Burroughs of NYC (Bronx, Kings, NY and Queens)

**Mortgage Tax Affidavit of Exemption**  
**Automated coversheet must be used for NYC register**

[www.nyc.gov/acris](http://www.nyc.gov/acris)

**New York City Website:** <http://www.nyc.gov/html/dof/html/property/property.shtml>

### Formatting of Documents:

8 1/2 x 14 maximum size  
3" top margin / right hand blank/ 1" other margins  
"Prepared by" name and address must be located in the top 3 1/2" left hand side on first page  
Return-to name and address must be located in the top 3 1/2" left hand side on first page, under prepared by  
All pre-printed text must be 9 point font or larger  
All pages must be legible for photo duplication  
Black ink only  
Documents must be clear and cannot contain lines of any kind  
Documents must not include driver's license, social security, or bank card numbers  
Cover Sheet required for most counties\* see listing on next page

**Legal Description:** Required for all documents except satisfactions and assignments  
Section, block, lot, and parcel number are required on the first page of all documents.  
Full legal descriptions must include city/town, county, and state of property

**Other Requirements:** All signatures require a printed name underneath  
All corporate signatures require a typed name and title underneath and a corporate seal is required  
Full names and addresses for all involved parties are required on first page of all documents (PO Box not accepted)  
Notary certification requires date, expiration date, printed name in black ink, and county  
Some counties require self addressed stamped envelope  
Re-records require reason stated at top of document and must include NY 255 Affidavit  
All parties on mortgages must sign all attached riders  
All mortgages must include "Improved by a one or two family dwelling" clause  
Reverse Mortgages require NY 255 Affidavit signed by the lender  
Cema Loans require Née 255 Affidavit signed by the lender  
Credit Union Mortgages require NY 253 Affidavit (partial tax exemption applies and varies by county)  
MERS Mortgages must include lender and MERS as mortgagee on the cover sheet  
Death certificates are not recordable as individual documents or as attachments

Assignments recorded concurrently with Assumptions must include: the following verbiage: "This Assignment is not subject to the requirements of Section 275 of the Real Property Law because it is an assignment within the secondary mortgage market."

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 - 8 weeks

## **New York County Specifics**

### **Miscellaneous Forms for Reference**

Preliminary Residential Property Transfer Form NYC OHP-515  
[http://www.nystax.gov/forms/real\\_prop\\_tran\\_cur\\_forms.htm](http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm)  
Affidavit in Lieu of Registration Statement NYC OHP-AFI  
<http://www.nyc.gov/html/hpd/downloads/pdf/dismissal.pdf>

Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certification, and Certification of Exemption TP-584  
[http://www.nystax.gov/forms/real\\_prop\\_tran\\_cur\\_forms.htm](http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm)  
Nonresident Real Property Estimated Income Tax Payment Form IT-2663  
[http://www.tax.state.ny.us/pdf/2006/killin/inc/it2663\\_2006\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/killin/inc/it2663_2006_fill_in.pdf)  
Real Property Transfer Report RP-5217  
<http://www.orps.state.ny.us/sales/rp5217nycinfo.htm>  
Real Property Transfer Report RP-5217NYC  
[http://www.nyc.gov/html/dof/html/business/business\\_rec\\_rptt.shtml](http://www.nyc.gov/html/dof/html/business/business_rec_rptt.shtml)  
Mortgage Recording Tax Return MT-15 and MT 15.1  
[http://www.tax.state.ny.us/pdf/2009/mortgage/mt15\\_1209.pdf](http://www.tax.state.ny.us/pdf/2009/mortgage/mt15_1209.pdf)

### **County/City Required Forms**

<b>Albany County</b>	Cover sheet required
<b>Allegany County</b>	Allegany County Cover Sheet
<b>Bronx*</b>	Online cover sheet required using ACRIS <a href="http://www.nyc.gov/acris">www.nyc.gov/acris</a> ACRIS Online Cover Sheet FAQs <a href="http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional">http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional</a> Requires Affidavit in Lieu of Registration  Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction Payment in cashier's check required
<b>Broome County</b>	Cover sheet required TP-584 must be submitted with original plus a copy Re-Records must be re-acknowledged / must be titled as "Correction Mortgage"
<b>Cattaraugus County</b>	Cover sheet required
<b>Cayuga County</b>	Cayuga County Cover Sheet / 14" paper required Clarity pages must be included for all pages not in 9 point font size
<b>Chautauqua County</b>	Cover sheet required
<b>Chemung County</b>	Cover sheet required
<b>Chenango County</b>	Cover sheet required
<b>Clinton County</b>	Clinton County Cover Sheet
<b>Columbia County</b>	Supplemental Real Estate Transfer Tax Return <a href="http://www.columbiacountyny.com/depts/ctyclerk/documents/transfer_tax.pdf">http://www.columbiacountyny.com/depts/ctyclerk/documents/transfer_tax.pdf</a>
<b>Cortland County</b>	Cover sheet required
<b>Delaware County</b>	Cover sheet required
<b>Dutchess County</b>	Town of Red Hook Transfer Tax Return <a href="http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/Forms/CCRedHookTransferTax.pdf">http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/Forms/CCRedHookTransferTax.pdf</a> Instructions for Red Hook Transfer Tax Return <a href="http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/CCforms.htm#12792">http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/CCforms.htm#12792</a>
<b>Erie County</b>	Cover sheet required TP-584 must be submitted as original plus a copy
<b>Essex County</b>	Cover sheet required
<b>Franklin County</b>	Franklin County Cover Sheet Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2
<b>Fulton County</b>	Fulton County Cover Sheet
<b>Genesee County</b>	Cover sheet required
<b>Greene County</b>	Cover sheet required
<b>Hamilton County</b>	Hamilton County Cover Sheet
<b>Herkimer County</b>	Cover sheet required
<b>Jefferson County</b>	Cover sheet required
<b>Kings*</b>	Online cover sheet required using ACRIS

[www.nyc.gov/acris](http://www.nyc.gov/acris)  
ACRIS Online Cover Sheet FAQs  
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>  
Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction  
Payment in cashier's check required

**Lewis County**  
**Livingston County**  
**Madison County**  
**Montgomery County**  
**Nassau County**

Cover sheet required  
Cover sheet required  
Cover sheet required  
Montgomery County Cover Sheet

**New York\***

Cover sheet required  
Payment in cashier's check required  
Online cover sheet required using ACRIS  
[www.nyc.gov/acris](http://www.nyc.gov/acris)  
ACRIS Online Cover Sheet FAQs  
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>  
New York City Register Guide / online filing required  
[http://www.nyc.gov/html/dof/html/pdf/brochures/document\\_recording.pdf](http://www.nyc.gov/html/dof/html/pdf/brochures/document_recording.pdf)  
New York City Real Property Transfer Tax Form Booklet / online filing required  
[http://www.nyc.gov/html/dof/html/pub/pub\\_property\\_rptt.shtml](http://www.nyc.gov/html/dof/html/pub/pub_property_rptt.shtml)  
New York City Checklist of Document Examination Criteria  
[http://www.nyc.gov/html/dof/html/pdf/02pdf/doc\\_exam\\_chklist.pdf](http://www.nyc.gov/html/dof/html/pdf/02pdf/doc_exam_chklist.pdf)  
New York City Mortgage Satisfaction Kit  
[http://www.ci.nyc.ny.us/html/dof/html/property/property\\_rec\\_deed.shtml](http://www.ci.nyc.ny.us/html/dof/html/property/property_rec_deed.shtml)  
Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction  
Payment in cashier's check required

**Niagara County**

Niagara County Cover Sheet

Cema Loans require original plus copy of 255 Affidavit , additional page fee applies and must be paid separately

**Oneida County**

Cover sheet required  
Requires Assessor's stamp. They will forward to be recorded if addressed envelope enclosed. Send with \$ 30 fee to: City of Rome  
City of Rome Office of Assessor, 198 N Washington Street, Rome, NY 13440 (315) 339-7614

City of Utica Requires Assessor's stamp. Send documents with \$ 30 fee to: Assessor's Office City Hall, 1 Kennedy Plaza, Utica, NY 13502

**Onondaga County**

Cover sheet required

**Ontario County**

Cover sheet required

**Orange County**

Orange County Cover Sheet / 14 " paper required

Town of Warwick Conveyance Tax Form

[http://www.townofwarwick.org/Residents/Town\\_Hall/PPP\\_Tax\\_Form\\_Rev3.pdf](http://www.townofwarwick.org/Residents/Town_Hall/PPP_Tax_Form_Rev3.pdf)

**Orleans County**

Orleans County Cover Sheet

**Oswego county**

Oswego County Cover Sheet

**Otsego County**

Otsego County Cover Sheet

**Putnam County**

Putnam County Cover Sheet

Payment in cashier's check required

**Queens\***

Online cover sheet required using ACRIS  
[www.nyc.gov/acris](http://www.nyc.gov/acris)  
ACRIS Online Cover Sheet FAQs  
<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>  
Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction  
Payment in cashier's check required

**Rensselaer County**

Satisfactions do not require a cover sheet

**Richmond County**

Richmond County online filing required  
<http://www.richmondcountyclerk.com/coverpage.htm>

Also requires Smoke Detector Affidavit, RPT Form PGS1-5, RPT Form PGS6-20, and Affidavit in Lieu of Registration

All pages must be numbered sequentially

RP-5217NYC required

<http://www.rocklandcountyclerk.com/clerkforms/aff255taxlaw.html>

**Rockland County**

**Saratoga County**

Cover sheet required

Documents must be attached with a binder clip, no stapling accepted

**Schenectady County**

Schenectady County Cover Sheet

**Schoharie County**

Cover sheet required

**Schuyler County**

Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2

**Seneca County**

Seneca County Cover Sheet

**St. Larence County**

Cover sheet required

**Steuben County**

Cover sheet required

**Suffolk County**

Suffolk County Cover Sheet / 14" paper required

Peconic Bay Region Preservation Fund Filing Form

Re-Records must be re-acknowledged

Payment in cashier's check required

Legal descriptions must include file map number

**Sullivan County**

Cover sheet required

**Tioga County**

Tioga County Cover Sheet

**Tompkins County**

Cover sheet required

**Ulster County**

Cover sheet required

**Warren County**

Warren County Cover Sheet

**Washington County**

Cover sheet required **Wayne**

**County**

Cover sheet required

**Westchester County**

Westchester County Cover Sheet

City of Mt. Vernon City of Mt Vernon Real Property Transfer Tax

City of Yonkers City of Yonkers Real Property Transfer Tax

Pay ent in cashier's check required

**Wyoming County**

Cover sheet required

**Yates County**

Cover sheet required



## **Administrative Recording Requirements**

### ***State of North Carolina***

**Marital State:** Yes

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 100 counties / Register of Deeds

**Required Documents:** **Real Estate Conveyance Form**

**Manufacturer Homes:** **Affixation Affidavit and Power of Attorney** - each must be recorded as separate documents

**Required Statement:** "Prepared by" name and address must be on first page  
Return-to name and address must be on first page  
"Tax Stamps\_\_\_\_\_" required for all deeds and must be listed outside the body of the documents

#### **Formatting of Documents:**

Format specified by statute / penalty for noncompliance

White paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3" blank top margin/ 1/2" side margins

Other pages: 1/2" all margins

Typed or computer generated

Forms may be filled in with printed ink

One sided only (two-sided pages require penalty)

10 point font

Black ink

Title with nature of document under top margin

No writing in the margins is accepted

**Legal Description:** Legal description and/or parcel number required for deeds, deeds of trust and mortgages

**Other Requirements:** If mortgage broker is utilized, that must be stated on page one of deed of trust

All signatures must include a printed name underneath

Corporate acknowledgement required for all affidavits, assignments, and subordinations

Corporate signatures must include printed title

Grantee mailing address is required

Grantor name, address and marital status must be included on first page

Notary certification required signature, typed name, date, county, expiration date, and seal or stamp

Some counties require deeds to be stamped by the tax office as verification that taxes are paid and current, prior to recording

Conveyance Tax is required in some counties

Power of Attorneys require acknowledgement

Some counties require self addressed stamped envelope

Subordinations may be recorded concurrently and must include "record concurrently herewith"

**Blanket Assignments:** Generally accepted at no additional fee

**Blanket Releases:** Generally accepted at no additional fee

**Completion Time:** 1 day - 2 months

**North Carolina County Specifics**

- Anson County** **Real Estate Forms**  
<http://www.co.anson.nc.us/content/index.php?id=30,0,0,1,0,0>
- Cumberland County** Affidavits require sworn statement as follows: "Sworn and subscribed before me". Acknowledgements may be crossed out and does not need to be re-notarized
- Currituck County** **Currituck County Affidavit of Consideration or Value Form**  
<http://co.currituck.nc.us/pdf/form-tax/affidavit-of-consideration-or-value.pdf>
- Dare County** **Dare County Affidavit of Consideration or Value Form**  
<http://www.co.dare.nc.us/Forms/LTAffiConVal.pdf>
- Edgecombe County**  
Non-exempt deeds must be submitted to Assessor's Office : Edgecombe NC Tax Assessor, 201 St. Andrews Street, Tarboro, NC (252) 641-7810. Assessor will route to recorder at no additional fee
- Harnett County** Deeds and Affidavit must be submitted to Tax Assessor's Office first for verification that taxes are paid and current
- Pasquotank County** Pasquotank County Tax Affidavit required for all deeds  
Call county directly for form at (252) 335-4367
- Perquimans County** **County Affidavit Regarding Conveyance**  
<http://www.perquimanscountync.gov/forms/tax/TransferAffidavit.pdf>
- Stanly County** Tax Certification required and may be signed by an agent
- Surry County** Tax Certification required and may be signed by an agent  
Forms must be sent to the tax department first: Tax Department, 201 East Kapp Street, Dobson, NC 27017 (336) 401-8100. Tax department will forward to recorder
- Vance County**  
Forms must be sent to the tax office first , must include instructions to forward to recorder's office: Vance County Tax Office, 122 Young Street, Suite E, Henderson, NC 27536 (252) 738-2040.
- Wilson County** Deed forms must be sent to the Tax Assessor's Office, they will forward to recorder: Wilson County Tax Office, 113 Nash Street East, Wilson, NC 27893 (252) 399-2902



## Administrative Recording Requirements

### State of North Dakota

**Marital State:** Yes - Homestead Property Only

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 53 counties / Register of Deeds

**Required Documents:** **Statement of Real Estate Full Consideration** for all deeds  
<http://www.nd.gov/tax/property/forms/re-full-consideration.pdf>

### Formatting of Documents:

Format specified by statute / penalty for noncompliance

8 1/2 x 14 maximum size

First page: 4" x 4" margin required on first or last page of all documents for recording information  
1" other margins

Counties may reject if documents aren't legible for photo duplication

**Legal Description:** Required on all documents, and must be "considered adequate by the register"

**Other Requirements:** Original signatures of signers and notaries are required  
All signatures and titles require printed, stamped or typed name underneath.  
Post office address and street address for grantees are required.  
Address for assignee/mortgagee required for assignments/mortgages  
Corporate seal or stamp is required  
Notary certification requires signature, date, expiration date and seal or stamp.  
Mortgages require amount of indebtedness and interest terms  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** Same day - 2 weeks

### North Dakota County Recorder Listing

<http://www.ndrin.org/recorders/>

## **Administrative Recording Requirements**

### ***State of Ohio***

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 88 counties / Recorder

**Required Documents:** **Real Estate Property Conveyance Fee Statement of Value & Receipt DTE Form 100**  
or **Exemption DTE Form 100EX**

Most counties require county version of these forms

**Affidavit of Facts** required with all Exemptions

**Required Statement:** "This instrument prepared by" name, title, and address on 1st page of document

#### **Formatting of Documents:**

Format specified by statute

8 1/2 x 11 or 8 1/2 x 14 only

First page 3" blank top margin / 4" right hand side blank / 1" other margins

Other pages: 1 1/2" top / 1" side and bottom margins

10 point font

Blue or black ink

No highlighting on any pages

Quality of paper and contents must be legible for photo duplication

**Legal Description:** Required on all documents including township and parcel number  
Property address must be included

**Other Requirements:** Black ink preferred for all signatures  
All signatures require printed name underneath  
Corporate signautes require title and name printed underneath  
Post office and street addresses for all involved parties is required  
Two witnesses required if prepared in Ohio  
Many counties require self addressed stamped envelope  
Re-records require reason listed at top of document  
Spcoa; security numbers should not be included unless borrower submits a signed and notarized affidavit expressly asking that the social security numbers be included on the documents  
"Master Mortgage Clause" involve an additional fee

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 2 weeks

**Ohio County Specifics:**

Contact Information for all Ohio Recorder Offices can be found at the following website

<http://www.ohiorecorders.com/rec.html>

<b>Ashtabula County</b>	Abstractor services required Copy of Vesting Deed required
<b>Butler County</b>	Affidavit of Lost Certificate required if Certificate of Title is lost
<b>Clark County</b>	Deeds must go to Auditor first, they will forward to recorder: Clark County Auditor, 31 N Limrstone Street, Springfield, OH 45501
<b>Clermont County</b>	Typed Deed forms required
<b>Cuyahoga County</b>	Deeds must go to Auditor first, they will forward to recorder: Cuyahoga County Auditor's Office, 1219 Ontario Street, Cleveland, OH 44113 (216) 443-7010
<b>Franklin County</b>	Re-Records require additional fee Deeds must be sent to Auditor first, then will route to recorder. Franklin County Auditor, 373 South High Street, 21st Floor, Columbus, OH 43215-6310 (614) 462-4663 FAX: (614) 462-5083
<b>Fulton County</b>	Deeds must be faxed to Engineer's Office for approval at 419-335-3816, they will forward to auditor, then to recorder
<b>Hamilton County</b>	Registered Land requires duplicate Certificate of Title or an Affidavit of Lost Certificate can be filed <a href="http://recordersoffice.hamilton-co.org/registered_land/blank_forms.html">http://recordersoffice.hamilton-co.org/registered_land/blank_forms.html</a>
<b>Hancock County</b>	Copy of previously recorded deeds must be submitted with new deed
<b>Geauga County</b>	Documents cannot be recorded concurrently
<b>Greene County</b>	Deed must include volume and deed from previously recorded deeds
<b>Lake County</b>	Deeds must be hand-delivered to auditor before recording. Abstractor services required
<b>Lorain County</b>	Typed Deed forms required Re-Records require additional fee
<b>Lucas County</b>	Documents cannot be recorded concurrently Trust Affidavits require deed forms to be attached
<b>Medina County</b>	Abstractor services required, no transfers can be mailed
<b>Mercer County</b>	Re-Records require additional fee Abstractor services required, no transfers can be mailed
<b>Miami County</b>	Re-Records require additional fee Documents cannot be recorded concurrently
<b>Montgomery County</b>	Requires County Deed Form
<b>Perry County</b>	Re-Records require additional fee
<b>Vinton County</b>	Re-Records require additional fee
<b>Richland County</b>	Deeds must be hand-delivered to auditor before recording. Abstractor services required
<b>Richmond County</b>	Typed Deed forms required <b>Ross</b>
<b>County</b>	Reference prior deed required
<b>Summit County</b>	Require County Conveyance Form Deed required routing number and parcel number Death Certificates require Affidavit of Surviving Spouse and Conveyance Form <a href="http://www.co.summit.oh.us/fiscaloffice/">http://www.co.summit.oh.us/fiscaloffice/</a>
<b>Union County</b>	Deeds must be sent to Auditor first, they will route to recorder. Union County Auditor, 233 W 6th Street, Marysville, Ohio 43040
<b>Warren County</b>	Legal description must include section, township and range
<b>Wayne County</b>	Deeds must be hand-delivered to auditor before recording. Abstractor services required

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.  
Recording Requirements are subject to change at any time without notice.

as of 3/10/2010

## **Administrative Recording Requirements**

### ***State of Oklahoma***

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** Yes

**Recording Structure:** 77 counties / County Clerk

**Required Document:** Proof of Purchase Affidavit - include purchase price or Doc Stamp Exemption  
**Mortgage Registration Form**  
[http://www.sai.ok.gov/Search%20FormsPubs/database/\\_0443\\_.pdf](http://www.sai.ok.gov/Search%20FormsPubs/database/_0443_.pdf)

### **Formatting of Documents:**

Recording Requirements memo

Format specified by statute

Must be legible for photo duplication

8 1/2 x 14 maximum size

Minimum 1" top margin and 1/2" other margins

Must have adequate space for recording information or a penalty will be charged

3" top margin will allow necessary space for recorder

All exhibits must be clearly labeled and cross referenced

Must be typed, computer generated, or handwriting must be legibly printed

Dark ink

No smaller than 9 point font

**Legal Description:** Required for all instruments

**Other Requirements:** All signatures require printed, typed or stamped name underneath  
Notary certification needs to include date, signature, expiration date, and stamp or seal  
Mailing addresses must be included for all parties involved (buyer, mortgagee, assignee, grantee, grantor)  
Return-to name and address is required  
Some counties require self addressed stamped envelope  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for no additional fee

**Blanket Releases:** Generally accepted for no additional fee

**Completion Time:** 1 day - 2 weeks

## Administrative Recording Requirements

### State of Oregon

**Marital State:** No - unless a divorce is pending

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 36 counties / County Clerk

#### Formatting of Documents:

Format specified by statute

"20 lb. opaque bond paper"

8 1/2 x 11 or 8 1/2 x 14

First page: 5" x 4" top margin / 1" other margins

Other pages: 1" all margins

8 point font size or larger

Title that lists nature of document

Cover sheet may be used. See sample below

No highlighting through document

Clarity pages are allowed, must be labeled as "For Clarity Purpose Only"

First page must list the following information:

- 1) "After Recording Return to" name and address
- 2) Parcel #
- 3) Consideration/Loan Amount
- 4) Borrower
- 5) Lender
- 6) Trustee

**Legal Description:** Required for deeds, mortgages and deeds of trust

Must include section, township, and range

**Other Requirements:** All signatures require printed name and title underneath

Mailing addresses for all involved parties is required (buyer/grantor/grantee, etc) on the first page

Notary certification requires date, expiration date and seal

Return-to name and address must be listed on the first sheet

Some counties require self addressed stamped envelope

Deeds must state consideration in a dollar amount or state a reason ("other" is not an acceptable reason)

Subordinations, satisfactions, assignments and modifications require a title at the top stating purpose of document.

Re-Records require a cover page or label stating "Recorded at the request of \_\_\_\_\_, to correct (insert reason), previously recorded in book \_\_\_\_ and page \_\_\_\_ and/or fee number \_\_\_\_\_.

If M.E.R.S is the beneficiary for Deed of Trust, that must be stated on the first page. There is a penalty fee for non-compliance

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 2 weeks

**Sample cover sheet:** <http://www.deschutes.org/download.cfm?DownloadFile=AB4D6131-BDBD-57C1-9A3E1695E381D85B>

#### Manufactured Home Requirements:

**Affixation Affidavit of Manufacturer Home**

<http://www.montgomerycountyttn.org/County/assessor/forms/AffidavitAffixation.pdf>

**Oregon County Specifics:**

- Baker County** Requires a 3" blank margin at the bottom of the last page. If this is missing, additional fee is added
- Lane County** If applicable, "M.E.R.S. is the Beneficiary under the Security Instrucment" (MERS is not acceptable)
- Lincoln County** Requires mortgage amount to be listed on the first page
- Marion County** Requires Manufactured Home Power of Attorney is be recorded as a separate document
- Umatilla County** Records documents concurrently
- Washington County** Exempt deeds require Transfer Tax Form, except for deeds removing a spouse due to a divorce)  
<http://www.co.washington.or.us/AssessmentTaxation/Recording/TransferTaxExemption/application-forms.cfm>



## Administrative Recording Requirements

### State of Pennsylvania

**Marital State:** No - unless a divorce is pending  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 67 counties / Recorder of Deeds

**Required Documents:** **Realty Transfer Tax Statement of Value (REV-183)**  
<http://www.phila.gov/records/docRecRegs072204.pdf>  
*NOTE: property location on this form must match the legal description (township, borough, etc)*

### Philadelphia also requires:

**Philadelphia Real Estate Transfer Tax Certificate Form 82-127**  
<http://www.phila.gov/records/GeneralInformation/DepartmentForms.html>

**Inquiries: (215) 686-2261 or FAX (215) 686-2273**

**Required Statement:** **Certificate of Residence** as follows:  
"I do certify that the precise address of the within named (grantee/assignee/mortgagee/etc) is \_\_\_\_\_.  
Signed: \_\_\_\_\_"

### Formatting of Documents:

Format specified / penalty fee applies in some counties for non-compliance

**Philadelphia has special formatting requirements >PULL>**

20 lb opaque white paper

one-sided only

8 1/2 x 11 only

Prepared by name and address must in left hand top margin

Return to name and address must be in left hand top margin

1 1/2" top and bottom margins

10 point font size

Black ink

No handwritten forms

UPI or CPN number required in some counties

All pages must be sequentially numbered

Some counties require a cover sheet at the end of the document

Must be legible for photo duplication

**Legal Description:** Must include borough/township , map and parcel numbers for all documents

**Other Requirements:** All signatures must include printed name underneath and both must match exactly  
Corporate signatures must include company name and title underneath. Name and signature must match exactly  
Mailing address for all involved parties must be included and must include 9 digit zip code  
Notary certification must include date, expiration date, printed name, stamp or seal. Stamp/seal cannot overlap any other text  
Many counties require self addressed stamped envelope  
Re-Records require new deed form and a copy of prior deed; some counties also require an affidavit stating the reason for the correction  
Transfer Tax includes state tax plus township tax. Verify township tax amount with municipality  
Satisfactions must include previously recorded date, book & page  
Subordinations cannot include "not to exceed" in verbiage  
UCC Filings must be sent as follows: Pennsylvania Dept of State, Corporation Bureau, Room 206, North Office Bldg, Harrisburg, PA 17105 (717) 787-6802

**Check Information:** Many counties require three separate checks: (1) Recording fees, (2) State tax, and (3) County tax

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 11 months (in Philadelphia)

## Pennsylvania County Specifics

<b>Allegheny County</b>	Required back cover sheet
	Borough of Osborne is now the Borough of Glen Osborne (if incorrect name is used, documents will be rejected)
<b>Beaver County</b>	Will not record documents concurrently
<b>Berks County</b>	Corrective liquid and/or tape is not accepted. Must cross out and write correction underneath
<b>Bucks County</b>	Clarity copies are not accepted Deeds in the following must be registered with municipality prior to being recorded: Sellersville, Perkasie, Quakertown, New Britain, Newtown, Doylestown Borough, Morrisville Borough, Buckingham, Lower Southampton, West Rockhill, and Wrightstown
Wrightstown	Send forms with \$ 25 and self addressed stamped envelope to: Clerk of Wrightstown Township, 2203 2nd St Pike, Wrightstown, PA 18940
<b>Centre County</b>	Deeds must be have tax stamp prior to recording. Send to tax office with instructions to forward to recorder. Include \$ 10 per parcel number: Centre Tax Assessments Office, 420 Home Street, Bellefonte, PA 16823
<b>Chester County</b>	Tax ID number (different from parcel number) must be formatted correctly and must be typed on the first page
<b>Cumberland County</b>	Tax Parcel number must be listed on the first page and must be certified by the tax assessment office when recording. Fee is \$ 10 payable to Recorder of Deeds
<b>Delaware County</b>	Required back cover sheet Satisfactions require loan amount Deeds must include duplicate copy
City of Chester	City of Chester Property Registration Form <a href="http://www.chestercity.com/Property%20Registration.pdf">http://www.chestercity.com/Property%20Registration.pdf</a>
<b>Fulton County</b>	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county
<b>Lackawanna County</b>	Statement of Value is not required when transferring between spouses
<b>Lancaster County</b>	Statement of Value must include duplicate copy
<b>Lehigh County</b>	Death certificates not recorded Penalty fee per document for non-compliance to formatting standards
<b>Luzerne County</b>	Certified PIN obtained via Tax Assessor: 200 N. River Street, Wilkes-Barre, PA 18711 \$ 10 payable to Luzerne County Treasurer (include self addressed stamped envelope)
<b>Monroe County</b>	Exemption reason must be typed on first page of documents
<b>Montgomery County</b>	Notary stamps must have straight line border Several townships require deeds to pre-registered prior to recording, including: Abington, Cheltenham, Conshohocken, East Norriton, Lower Merion, Plymouth, Springfield, Upper Merion, West Conshohocken
Lower Merion	Requires pre-registration, include Real Estate Form, Property Resale Certification, and \$ 100 fee
North Wales	Send original and copy of deed with check for \$ 10 to borough with a self addressed stamped envelope for return.
<b>Northampton County</b>	Prior documents must be referenced by state volume and page, not instrument number
<b>Philadelphia (City of)</b>	<b>Philadelphia Transfer Tax Form</b> required in addition to state transfer form <b>Philadelphia Real Estate Transfer Tax Certificate Form 82-127</b> <a href="http://www.phila.gov/records/GeneralInformation/DepartmentForms.html">http://www.phila.gov/records/GeneralInformation/DepartmentForms.html</a> (215) 686-2261 or FAX (215) 686-2273 Abstractor services recommended
<b>Schuylkill County</b>	Certified PIN obtained via Tax Assessor: 401 N. Second Street, Pottsville, PA 17901 \$ 10 payable to Schuylkill County Treasurer (include self addressed stamped envelope)
<b>Union County</b>	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county



**Administrative Recording Requirements**

***State of Rhode Island***

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 39 cities & towns / Town Clerk

**Formatting of Documents:**

No format specified by statute; however, must be legible for duplication

**Legal Description:** Required for all deeds and mortgages

Mailing addresses required for all involved parties (preparer, grantor, grantee, mortgagee, etc)

All signatures require printed, stamped or typed name underneath

Notary certification needs to include date, expiration date. Notary seal required for out-of-state certifications

Some counties require self addressed stamped envelope

Verify proper filing location with jurisdiction

Witness required on all documents

Do not attach pages in any way (IE: staples, clips)

Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** Same day - 6 weeks

**Rhode Island City/County Specifics**

**City of Warwick** Will not record assignments concurrently

Will record subordinations concurrently

**Newport County** Do not include social security number or cause of death on death certificates

**Providence County** Does not record death certificates

## Administrative Recording Requirements

### State of South Carolina

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 46 counties / Register of Mesne Conveyances or Clerk of Court (title varies by tenure)

### South Carolina County Listing for Register of Deeds

<http://www.sciway.net/gov/sc-county-register-deeds.html>

**Required Document:** Transfer Affidavit

<http://www.colletoncounty.org/fileUploads/Affidavit.pdf>

Affidavit for Exempt Transfers

<http://www.colletoncounty.org/fileUploads/AffidavitForExemptTransfers.pdf>

All South Carolina documents for use in any county can be found at the following website:

<http://www.colletoncounty.org/secondary.aspx?pageID=116>

**Required Statement:** "This document prepared by" name and address

### Formatting of Documents:

Format not specified by statute, but must be legible for duplication

**Legal Description:** Required on all documents

Include tax district map and parcel number for all deeds

**Other Requirements:** Mailing addresses for all involved parties are necessary (grantee/grantor/mortgagee, etc)

Two witnesses are required for all documents

Return-to name and address

All signatures must include a typed or printed name underneath

Notary certification must include expiration date, seal is not required if notarized within the state.

All changes/strike outs, etc must be initialed

Do not include social security, driver's license or passport numbers unless expressly required by law

Re-records require reason listed at top of document

Derivation clause is required on all documents that must include grantor/grantee names and address with book and page

All concurrently recorded documents must include "Recorded simultaneously herewith"

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 - 6 weeks

### South Carolina County Specifics

**Beaufort County** Manufactured Home Affidavit Affixation and Certificate of Compliance required when applicable

**Charleston County** Assignments require physical address of assignee.

Legal Descriptions must include book and page

**Chester County** Manufactured Home Power of Attorney and Affidavit Affixation must be filed as separate documents

**Dorchester County** Subordinations filed concurrently require "Record as of even date"

**Georgetown County** Grantor and Grantee signatures are required on the transfer form

**Greenville County** Green County Satisfaction Form required

[http://www.greenvillecounty.org/rod/pdf/lost\\_mortgage\\_satisfaction\\_ff.pdf](http://www.greenvillecounty.org/rod/pdf/lost_mortgage_satisfaction_ff.pdf)

**Horry County** Re-Record is required on documents that contain markouts that are not initialed

**Sumter County** Concurrently filed documents require "Recorded simultaneously herewith" and must contain book and page

**Administrative Recording Requirements**  
**State of South Dakota**

**Marital State:** Yes - Homestead Property only  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 66 counties / Register of Deeds

**Required Document:** Certificate of Real Estate Value  
<http://www.state.sd.us/drr2/forms/propertytaxforms.htm>

**Formatting of Documents:**

Format specified by statute. Penalty fee for non-compliance  
20 lb white paper  
8 1/2 x 11 or 8 1/2 x 14  
First page 3" top margin with 5" blank on the right hand side for recording information / 1" other margins  
"Prepared by" name, address, and phone number in left hand top 3 1/2"  
Return-to name and address in left hand top 3 1/2"  
Other pages: 1" all margins  
Title with nature of document immediately under 3" top margin  
Typed or computer generated  
10 point font size minimum  
Black ink, signatures may be black or dark blue  
Legible for photo duplication  
Fax copies only accepted if no fax number information is listed in the margins

**Legal Description:** Required on all documents

**Other Requirements:** All signatures require printed, typed or stamped name underneath  
Corporate seal or "No seal" required  
Notary certification must include county, date, expiration date, seal or stamp, signature and printed name

Mailing addresses for all involved parties (buyer/grantor/grantee, etc) required on all documents  
Some counties require self addresses stamped envelope  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 2 weeks



**Administrative Recording Requirements**

**State of Tennessee**

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** Yes

**Recording Structure:** 95 counties / Register of Deeds

**Required Statement:** "Prepared by" name and address must be on first page  
"Name and address for person(s) responsible for taxes" name and address  
"Name and address for Property Owner" name and address  
Return-to "Mail" name and address  
"Maximum principal indebtedness for Tennessee recording tax purposes is \$ \_\_\_\_\_" (Assignments require the amount to be "\$ 0")

**Required Documents: Oath of Consideration as follows**

State of \_\_\_\_\_  
County of \_\_\_\_\_  
I/we hereby swear or affirm that the actual consideration for this transfer or the value of the property transferred, whichever is greater, is \$ \_\_\_\_\_ which amount is equal to or greater than that which the property would command at a fair and voluntary sale.  
Subscribed and sworn to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2010.  
\_\_\_\_\_  
Affiant  
\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**Formatting of Documents:**

Format specified by statute  
"Sufficient space" for recording information  
Parcel number must be listed on first page

**Legal Description:** Map and parcel number required on all deeds, trust deeds and mortgages.  
  
Derivation clause required including book and page (do not use instrument number)

**Other Requirements:** Scriveners Affidavit may be used for Re-records only (see sample below)  
  
Quit Claim Deeds should read: "I hereby swear or affirm that the actual consideration is \$ 10.00" *Do NOT include "of true value of this transfer, whichever is greater"*.  
Reverse Mortgage require "This is a Home Equity Conversion Mortgage Loan pursuant to Tennessee Code annotated, Title 47, Chapter 30." The unpaid balance for Reverse mortgages should be "0".  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee  
**Blanket Releases:** Generally accepted for an additional fee  
**Completion Time:** Generally less than 1 week

**Sample Scriveners Affidavit:**

**Scriveners Affidavit – Document Type (ex: Scriveners Affidavit – Warranty Deed)**

Must have prepared by, return to name & address

Must be acknowledged

Must have grantor/grantee names. If correcting grantor/grantee, it must show the way it was on the original document and the corrected way.

Must have book & page of document being corrected

Must have a legal description when correcting a document that requires a legal description

Document being corrected does not need to be attached as an exhibit

Type of = type of document being corrected

**Tennessee County Specifics**

<b>Franklin County</b>	Re-Records require borrowers to resign and must be re-acknowledged Documents mailed to office are not accepted, an abstractor must be used to record documents
<b>Hamblen County</b>	
<b>Henry County</b>	Re-Records require borrowers to resign and must be re-acknowledged
<b>Knox County</b>	Re-Records require borrowers to resign and must be re-acknowledged

## Administrative Recording Requirements State of Texas

**Marital State:** Community Property State  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 254 counties / Recorder

**Required Documents:** **Designation of Homestead** required for commercial mortgages  
<https://www.bankcomplianceforms.com/catalog/images/items/pdf/3560.pdf>

### **Oath of Consideration**

**Refinanced Deeds of Extension and Renewal Rider** required, and must include the following: 1) Vendor's Lien, 2) Deed of Trust, and 3) Assignment of Mortgage, if applicable

### **Home Equity Lines of**

**Credit: Home Equity Affidavit** required

**Required Statement:** "Prepared by" name and address must be on first page  
"Mail Tax Statements to:" name and address . This must include an oath of consideration.  
"Name and address for Property Owner" name and address  
"Return-to" name and address

**Notice of Confidentiality Rights** must be included in 12 point font and in all caps as follows:

"NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE"

### **Formatting of Documents:**

Format specified by statute  
1 1/2" top margin of all pages  
4" bottom margin on last page  
Paper must be "sufficient weight"  
8 1/2 x 11 or 8 1/2 x 14  
8 point font or larger  
"Clearly identifiable heading" with nature of document  
Legible for duplication

**Legal Description:** Map and parcel number required for all deeds, trust deeds and mortgages

**Other Requirements:** All signatures require a printed name and title underneath, including notary and all witnesses  
Mailing address for grantee is required for all deeds and trust deeds  
Notary certification required date, expiration date with stamp or seal. A jurat is not sufficient.  
Two witnesses are required  
Some counties require self addressed stamped envelope



Re-records require reason listed at top of document and must be re-acknowledged  
When adding a spouse to a title, a Warrant Deed is required  
When recording certified copies, a cover sheet must be used  
Homestead Affidavits must be recorded as separate documents  
Assumptions of Mortgage must reference previously recorded mortgage by recorded date, book & page, or instrument number

Death certificates must include **Affidavit of Surviving Spouse** and be recorded as an exhibit, not as separate document, and must include the following verbiage: "Surviving Spouse of \_\_\_\_deceased, acting here both individually and as surviving partner of the marital partnership, \_\_\_\_deceased pursuant to Texas Probate Code Section 160". Must include two signatures, one as individual and one as surviving spouse.

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 2 weeks

### Texas County Specifics

**Bexar County** 3 1/2" margin required at bottom of last page, penalty fee applies for non-compliance

**Bowie County** 4 " margin required at bottom of last page, penalty fee applies for non-compliance

**Camden County** Re-Records must be re-acknowledged

**Collin County** 3 - 4" margin required at bottom of last page, penalty fee applies for non-compliance  
Death certificates must be included as an Exhibit

**Galveston County** 3 1/2" margin required at bottom of last page, penalty fee applies for non-compliance

**Hunt County** 4 " margin required at bottom of last pag , penalty fee applies for non-compliance

**Nueces County** Clarity pages not accepted

6 " margin required at bottom of last page, penalty fee applies for non-compliance

**Passaic County** Corrective documents not accepted for re-records



## Administrative Recording Requirements

### State of Utah

**Marital State:** No  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 29 counties / Recorder

### Formatting of Documents:

Format specified by statute, penalty fee for non-compliance (per page)  
White, one-sided paper (no continuous form paper)  
8 1/2 x 11  
2 1/2" top margin; right hand 4 1/2" blank for recording information  
"Prepared by" name and address in the left hand top 4 1/2" area  
Return-to name and address in the left hand top 4 1/2" area  
Other margins 1"  
Typed or computer generated  
Seven lines per vertical inch  
Black ink  
Clear title with nature of document under top margin  
Legible for photo duplication  
One sided pages only  
Tax Serial Number must be included and formatted correctly (IE: hyphenated correctly)

**Legal Description:** Parcel number must be included on all instruments

**Other Requirements:** All signatures must have a typed, stamped, or printed name underneath  
Mailing addresses for all involved parties is required for all deeds, deeds of trust and mortgages  
Grantee and Grantor names and addresses must be listed on the first page  
Notary certificate must include date, expiration date, county, printed name, and seal or stamp  
Re-records require reason listed at top of document. Borrower's must resign. Signatures must be re-acknowledged.  
Assignments and Subordinations can be concurrently recorded, must state "recorded concurrently herewith"

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 2 weeks

## Administrative Recording Requirements

### *State of Vermont*

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** No

**Recording Structure:** 246 towns & cities / Town Clerk

**Required Document:** **Property Transfer Tax Return**

<http://www.state.vt.us/tax/pdf.word.excel/pvr/PT-172-fillin-rev12032008.pdf>

**Disclosure Statement** for all division of land transactions

<http://www.state.vt.us/tax/pdf.word.excel/forms/pvr/Act250-fillin-rev11-2008.12092008.pdf>

**Required Statement:** "This document prepared by" name and address

#### **Formatting of Documents:**

Format specified by statute

1/2" side margins

8 point font

Legible for photo duplication

**Legal Description:** Required for all deeds; include survey if referenced in documents

All signatures must be legible or must include a printed name underneath

Notary certification must include date, expiration date, printed name. Seal not required for Vermont notaries.

Some counties require self address stamped envelope

Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 3 weeks

## Administrative Recording Requirements

### State of Virginia

**Marital State:** No

**Trust State:** Yes

**Mortgage State:** Yes

**Recording Structure:** 95 counties / Clerk of Circuit Court  
41 independent cities

**Required Statement:** If prepared in Virginia: "This document drafted by" name and address  
Return-to name and address is required on first page

**Reverse Mortgages:** "Deed of Trust is exempt from taxes imposed by Virginia Code Section 58.1-809"

**Warranty Deeds & Purchases:** Require one of the following statements: a) "The title insurance underwriter is \_\_\_\_." or b)

"The existence of title insurance is unknown to the preparer".

### Cover Sheet Requirement:

Some counties require coversheets per list attached

### Formatting of Documents:

Format specified by statute

White, opaque, smooth 20 lb paper

8 1/2 x 11 or 8 1/2 x 14

All pages: 1" top, left and bottom margins / 1/2" right margins

Some counties require additional space at the bottom of last page

Typed or computer generated, no carbon copies accepted

10 point font size, maximum 12 characters per inch

Black ink

Signatures must be in dark blue or black ink

Documents containing social security numbers will not be recorded

All pages must be sequentially numbered

### Legal Description:

Required for all deeds and deeds of trust

Parcel number and Tax Map number required on first page of all documents

### Other Requirements:

All surnames within documents must be underlined and in all caps

All signatures must be legible or must include printed name underneath

Notary certification must include: date, title signature, commission, county, state, expiration date, with clear and seal that can be photo duplicated.

Notary signature must be on the same page as principal signature per Virginia Law

All indexed names must be labeled and listed in the first clause. Names and business names must be in caps or underlined

Grantor/Grantee name and address are required on face of all deeds

Trustee name(s) and address(es) are required on first page

Re-records require reason and page of original recording listed at top of document

Many counties require self addressed stamped envelope

All tax exempt deeds must include exemption code on the first page

Deeds that are changing marital status require "Pursuant to Section 58.1-811"D" Code of Virginia 1950 as amended"

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 6 weeks

**Cities/Counties Requiring Cover Sheets:**

Can be generated at: [www.landsystems.com](http://www.landsystems.com)

<b>Albemarle County</b>	Bar code also required
<b>Bristol City</b>	
<b>Caroline County</b>	
<b>Carroll County</b>	
<b>Chesapeake City</b>	Bar code also required
<b>Chesterfield County</b>	Bar code also required
<b>City of Charlottesville</b>	
<b>Fairfax County</b>	Bar code also required
<b>Fredericksburg City</b>	Bar code also required
<b>Giles County</b>	Bar code also required
<b>Henrico County</b>	Bar code also required
<b>Montgomery County</b>	Bar code also required
<b>Newport News</b>	
<b>Norfolk City</b>	Bar code also required
<b>Portsmouth City</b>	Bar code also required
<b>Pulaski County</b>	Requires county cover sheet <a href="http://www.pulaskicounty.org/courts.htm">http://www.pulaskicounty.org/courts.htm</a>
<b>Richmond County</b>	Bar code also required
<b>Russell County</b>	Bar code also required
<b>Spotsylvania County</b>	Bar code also required
<b>Suffolk County</b>	
<b>Wise County</b>	Bar code also required

**Virginia County Specifics:**

<b>Accomack County</b>	Tax map number is 15 digits
<b>Campbell County</b>	Assistance finding tax map numbers is available by calling (434) 332-9568
<b>Chesapeake</b>	Legal descriptions should read Chesapeake City Re-Record changes must be initialed Checks should be payable to Chesapeake City
<b>Chesterfield County</b>	15 digit tax ID number is required immediately under top margin on upper left hand side of first page Re-Records must be resigned and re-acknowledged
<b>City of Alexandria</b>	Non-identity affidavits cannot be recorded
<b>Fairfax County</b>	Clarity copies are not accepted Trust affidavits need to be recorded as separate documents with a cover sheet For refinancing, must include copy of payoff and include exemption code on first page
<b>Gloucester County</b>	Tax Map Number required (not tax ID or parcel numbers) assistance is available by calling (804) 693-3451
<b>Greene County</b>	Re-Records must be resigned and re-acknowledged
<b>Hampton County</b>	All changes must be initialed
<b>Henrico County</b>	Re-Records must be resigned and re-acknowledged
<b>Meckenberg County</b>	Clarity copies are not accepted
<b>Nelson County</b>	Manufactured Home Affidavits and Power of Attorneys must be recorded as separate documents
<b>Prince William County</b>	Requires 12 point font size Does not record death certificates Clarity copies are not accepted
<b>Richmond City</b>	Tax Parcel number must be listed in the following format A000-1111-222
<b>Richmond County</b>	Non-identity affidavits cannot be recorded
<b>Rockbridge County</b>	Tax map number is 16 digits
<b>Stafford County</b>	First page must include consideration and abbreviated legal description
<b>Scott County</b>	Pin Number required. Must call Commissioner of Revenue to obtain (276) 386-7692
<b>Suffolk County</b>	City account number required on the first page
<b>Virginia Beach</b>	Virginia Beach GPIN number required call (757) 385-4181 9 point font size or 15 characters per inch
<b>York County</b>	York County GPIN number required call (757) 890-3720

## Administrative Recording Requirements

### State of Washington

**Marital State:** Community Property State

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 39 counties / Auditor

**Required Documents:** Real Estate Excise Tax Affidavit (Form 84 001ae)

<http://dor.wa.gov/docs/forms/realestexcstx/realestextaffidrtn.pdf>

**Mobile Home:** Mobile Home Real Estate Excise Affidavit

[http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxMbleHome\\_E.pdf](http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxMbleHome_E.pdf)

**Formatting of Documents:** Cover sheet (see sample) or formatted first page required by statute Penalty for non-compliance

8 1/2 x 11 or 8 1/2 x 14

First page: 3" top margin / 1" side & bottom margins Prepared by name and

address must be listed in left hand top margin Return -to name and address

must be listed in left hand top margin Title with nature of document must

be listed immediately under top margin Cross reference and label all pages

Do not attach pages in any fashion Margin exceptions allowed as follows "a minor portion of a notary seal, incidental writing, or minor portion of signatures" may extend into the margins Bar

codes and address labels are allowed as long as they are "firmly attached" "All text, seal,

drawings, signatures and other content within the document must be of sufficient color and

clarity to ensure that when the text is imaged, all text is readable, regardless of what process is

used for recording"

Minimum 9 point font size4

**Legal Description:** Required for all deeds, deeds of trust, and mortgages Must include auditor's file numbers, book & pages, and document dates Assessor's parcel must be included and must be distinguishable from other information

An abbreviated legal description is required on the cover sheet/first page as follows: "Lot, block, plat or section, township, range, and quarter/quarter section"

**Other Requirements:** All signatures must include a printed name if illegible Grantee name and address required on face of all deeds Notary certification requires date, expiration date, printed name, and seal or stamp Many counties require self addressed stamped envelope Trustee(s) must be listed on first page Re-records require a reason to be listed at the top of document and require new Excise Tax Affidavit Real Estate Supplement Statement required when adding or removing someone from title

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 3 weeks

**Real Estate Tax Rates:** <http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxRates.pdf>

### Washington County Specifics

**Benton County** Parcel number is 15 digits long **Clark**

**County** Forms must be original carbon copies

**Pacific County** Forms must be original carbon copies

Parcel number is 11 digits (search can be made using the following website)

<http://pacificwa.taxesifter.com/taxesifter/T-Parcelsearch.asp>

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state. Recording Requirements are subject to change at any time without notice. as of 4/23/2010

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state. Recording Requirements are subject to change at any time without notice.

as of 4/23/2010

- Pierce County** Affixation Affidavit must be recorded as a separate document
- Skagit County** Forms must be original carbon copies
- Skamania County** Required two signatures on Excise Tax Affidavit, agents may be used
- Snohomish County** Affixation Affidavits must be labeled as "Exhibit"
- Thurston County** Return Address is only item that can be in the 3" margin, nothing else!!  
Affixation Affidavits must be labeled as "Attachment"
- Whatcom County** Forms must be original carbon copies

**State of Washington  
Sample Recording Document Coversheet**

(3" top margin)

**Return to:**

Name  
Address  
City, State ZIP

**Document Title**

**Reference numbers of related documents:**

\_\_\_ on page \_\_\_ of document

**Grantor(s)**

1. Last, First Middle Initial
  2. Last, First Middle Initial
  3. Last, First Middle Initial
- Additional Grantor names on page \_\_\_ of document

**Grantee(s)**

1. Last, First Middle Initial
  2. Last, First Middle Initial
  3. Last, First Middle Initial
- Additional Grantee names on page \_\_\_ of document

**Trustee(s) (if applicable)**

1. Last, First Middle Initial
2. Last, First Middle Initial

**Legal Description:**

1. Abbreviated Form (lot, block, plat name, section-township. - range)
2. Additional legal description is on page \_\_\_ of document

**Assessor's Property Tax Parcel Account Number (s):** \_\_\_\_\_

**MERS (if applicable)**

**Lender Name**  
**Lender Address**

→  
(1" side margin)

↓  
(1" bottom margin)

←  
(1" side margin)



## Administrative Recording Requirements

### State of West Virginia

**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 55 counties / Clerk

**Required Documents:** **Sales Listing Form**  
<http://www.state.wv.us/taxrev/taxdoc/An9711.pdf>

**Formatting of Documents:**

Format specified by statute

8 1/2 x 14 maximum size

**Legal Description:** Include book & pages and document dates  
Must include district name or number

**Other Requirements:** Preparer must print, type, stamp or sign legibly  
Return to name and address must be included  
Trustee must be resident of West Virginia  
Deeds require a Declaration of Consideration/Value statement

**Blanket Assignments:** Generally accepted for fee

**Blanket Releases:** Generally accepted for fee

**Completion Time:** 2 days - 1 month



## Administrative Recording Requirements

### State of Wisconsin

**Marital State:** Yes - Homestead Property only  
**Trust State:** No  
**Mortgage State:** No

**Recording Structure:** 72 counties / Register of Deeds

**Required Documents:** Real Estate Transfer  
**Electronic Filing Required:** <http://www.dor.state.wi.us/ust/retn3.html>

**Wisconsin Register of Deeds Association Website:**  
<http://www.wrdaonline.org/RecordingDocuments/Index.html>

**Formatting of Documents:** Format specified by statute  
First page: 3"x3" blank in the top right hand corner with 1/2" other margins  
Other pages: 1/2" all margins  
9 point font size  
"Drafted by" name and address should be listed on each page  
"Prepared by:" name and address must be listed at the end of the document  
Return to name and address must be listed in the top left hand 3" margin  
Parcel Number must be listed directly under the return-to information  
Must be typed or printed in black ink. Signatures may be in blue ink.

**Other Requirements:** At least one witness required for all deeds  
No mark outs or white is accepted on any documents

**Fee Structure:** <http://www.wrdaonline.org/RecordingDocuments/rodfees.html#RECORDED DOCUMENTS>

**Blanket Assignments:** Generally not accepted  
**Blanket Releases:** Generally not accepted

**Completion Time:** 1 day - 1 month

### Wisconsin County Specifics

**Barron County** Legal description must include 4 digit CSM number  
**Brown County** Does not accept signatures in blue ink  
Legal description must include certified map number  
**Douglas** Legal description must include certified map number



## Administrative Recording Requirements

### State of Wyoming

**Marital State:** Yes - Homestead Property only

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 23 counties / County Clerk

**Required Documents:** **Statement of Consideration**

<http://taxappeals.state.wy.us/FinalDraft.pdf>

**Property Owner's Certification** - sample listed below

<http://www.parkcounty.us/planningandzoning/documents/Property%20Owner%27s%20Certification.pdf>

**Formatting of Documents:**

No format specified by statute/law.

**Legal Description:** Include: section, block, lot or track.

Include: book & pages, and document dates.

**Other:** Grantee (mortgagee, assignee, etc) required

Re-records require reason listed at top of document

**Blanket Assignments:** generally accepted for additional fee

**Blanket Releases:** generally accepted for additional fee

**Completion Time:** 2 days - 2 weeks

### Wyoming County Specifics

**Sheridan County** Will not accept Re-Records. Must list "Corrected" as title

All previously recorded information must be listed and an original notary is required