

RECORDING CHECKLIST

NOTE: This checklist is intended as a basic guide of recording requirements and does not include all possible scenarios. A document that meets the requirements for recording may be recorded but does not guarantee clear title to a property. It is always best practice, and the recommendation of this office, that professional counsel be sought in the preparation of documents.

Please check the following before recording:

ALL DOCUMENTS:

- Document is dated
- Document is signed
- Notary acknowledgment needs:
 - Date acknowledged
 - Legible Notary Seal, Notary Signature, Notary Commission Expiration Date
 - Names & marital status (single, husband and wife, spouses married to each other, etc) of signatures being acknowledged
 - If corporate acknowledgment, business name, name of signer(s), and their title(s)
- Full Legal description-addresses and descriptions from tax statements are not considered full descriptions.
- All referenced exhibits are attached
- “Drafted by” statement: Includes name and address
- Filing Fees included (see Fee Schedule section on website)
- White out is unacceptable on any documents being presented for recording

TRANSFER DOCUMENTS:

- State deed tax amount included (purchase price x .0033 = Deed Tax). State deed tax statement must be included on the deed. (Deed Tax Due: \$____)
- If applicable, “Total consideration for this transfer is \$3000 or less” must be on the document to meet the requirements for minimum deed tax of \$1.65.
- eCRV has been completed if transaction is more than \$3,000 and eCRV number is on document
- “Send Tax Statements to” statement: Include name and address
- Marital status of grantor(s) must be included.
- Are there delinquent taxes due? Property may not be transferred until taxes have been paid.
- If tax parcel is being split in the transfer, all current taxes must be paid in full.
- Completed Well Certificate and \$50 fee OR one of the following statements that apply:

- “The seller certifies that the seller does not know of any wells on the described real property.” OR
- “I am familiar with the property described in this instrument and I certify that the status and the number of wells on the described real property have not changed since the last previously filed well disclosure certificate.”

OTHER DOCUMENTS:

- Correction documents need new signatures and new acknowledgments, along with a correction statement.
- Mortgage registration tax amount included (mortgage amount x .0023 = MRT) if the mortgage is not exempt from registration tax. If exempt from mortgage registration tax, an MRT1 or statute with exception clause must appear on the document or registration tax will be charged.
- A Warranty Deed completing a Contract for Deed must have a well statement signed by the buyers OR a Well Disclosure Certificate with the \$50 filing fee.
- An eCRV must be completed with the filing of any Contract for Deed and the eCRV number placed on the document. Deed tax is paid with the transfer document that is filed at the completion of the Contract for Deed.