

Document Recording Checklist

This checklist is brief instruction to help avoid the most common errors when having instruments recorded and is not intended to cover all laws in the recording of documents. However, it is the recommendation of the Register of Deeds that you seek legal counsel when preparing all documents for recording with our office.

- All documents must comply with the document standards law which can be found [here](#).
- Correct legal description must be on the document.
- Documents recorded must have typed or printed the words “Prepared by” followed by the full name, address and phone number of the person preparing the document. This must be placed on the upper left side of the first page in the top 3 in margin.
- The full post office address must be listed for the Grantee(purchaser).
- Deeds, Contract for Deed, Assignment of Contract for Deed, etc. which convey an interest in the title from one person to another and are dated after July 1, 1998, shall be accompanied by the [Certificate of Real Estate Value](#). Which must be fully completed, signed and dated.
- Mortgages must contain a legal description, mailing address of mortgagee (lender), the amount of the mortgage and the date it is due.
- Documents that must be executed in front of a Notary Public must bear the seal.
- Exemptions from transfer fees can be found [here](#). Applicable subdivision must be put in parenthesis and typed or printed on the face of the document.
- Satisfaction of Mortgages requires:
 - The legal description
 - The date, book and page number or document number of the mortgage to be released
 - The name of the mortgagors
 - The name of the mortgagee
 - Execution and acknowledgment in front of a Notary Public
- Assignment of Mortgages requires:
 - The legal description
 - The date, book and page or document number, county and state of recorded mortgage
 - The name of mortgagor
 - The name of mortgagee
 - The name of the assignee and its post office address
 - Execution and acknowledgement in front of a Notary Public