



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

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.