



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

Avon www.avon.org

Breckenridge www.townofbreckenridge.com

Frisco www.townoffrisco.com

Gypsum www.townofgypsum.org

Minturn www.minturn.org

Snowmass Village www.tosv.com/formsino/clerkforms.php

Telluride www.town.telluride.co.us/home/index.asp

Vail www.ci.vail.co.us

Winter Park www.winterparkgov.com