



## 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