



## Administrative Recording Requirements

### State of Delaware

**Marital State:** No

**Trust State:** No

**Mortgage State:**

**Recording Structure:** 3 counties / Recorder of Deeds

**Required Documents:** **Real Estate Tax Return & Affidavit of Gain & Value**  
[http://revenue.delaware.gov/services/current\\_bt/5402.pdf](http://revenue.delaware.gov/services/current_bt/5402.pdf)

### Formatting of Documents:

Format varies slightly by county  
2" bottom margin on last page  
"Tax Parcel #" (number) must be listed on first page\*  
\* New Castle and Sussex must be located in upper right hand corner  
\* Kent County must be located in upper left hand corner  
"Prepared by" name and address must be 2 lines under tax parcel number  
Return-to name and address  
All pages must be sequentially numbers (even attachments)  
12 point font  
No correction liquid or tape on any documents

**Legal Description:** County tax assessment and parcel ID number are required\*  
\* on all docs in New Castle and Sussex County  
\* on deeds, deeds of trust and mortgages in Kent County

**Other Requirements:** Addresses for all involved parties must be stated on all deeds  
Notary certification requires name and title printed in dark ink under signature, date, and expiration date  
All signatures must have a printed name underneath

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** up to 6 weeks

### Delaware County Specifics

**Kent County** Requires New Property Owner Information Form  
**Kent Count Recorder of Deeds Website:**  
<http://www.co.kent.de.us/Departments/RowOffices/Recorder/>  
**New Property Owner Information Form**  
<http://www.co.kent.de.us/Departments/RowOffices/Recorder/documents/PropertyOwnerInformationForm.pdf>

City of Dover Deed must be stamped by the city Tax Assessor before recording, send self addressed stamped envelope  
City of Dover, 5 East Reed Street, Dover, DE 19901 (303) 736-7022

**New Castle County** Requires state transfer form and county transfer form (below)  
**New Castle County Recorder of Deeds Website:**  
<http://www.nccde.org/deeds/home/webpage1.asp>  
**Affidavit for Realty transfer Tax (county form)**  
<http://www.co.new-castle.de.us/deeds/home/fileuploads/images/forms/new%20castle%20county%20tax%20affidavit.pdf>

**Sussex County** Requires state transfer form and county transfer form (below)  
**Sussex County Recorder of Deeds Website:**  
<http://www.sussexcountyde.gov/dept/rod/index.cfm?resource=home>

**Affidavit for Realty transfer Tax (county form)**

<http://www.sussexcountyde.gov/dept/rod/docs/affadavit.pdf>

City of Ocean View Deed must be stamped by the Delaware National Bank before recording, send self addressed stamped envelope  
Delaware National Bank, 21035 DuPont Blvd, Georgetown, DE 19947 (302) 855-2406