



Administrative Recording Requirements

State of Florida

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 67 counties / Clerk of Circuit Court
Broward County = County Administrator
Orange County = Comptroller

Required Statement: "This document prepared by " with name, address

Formatting of Documents:

Format specified by statute
8 1/2 x 11 or 8 1/2 x 14
First page: 3" x 3" top right hand margin
"This document prepared by" (name) (address) in top left 3" margin
Return to (name) and (address) also in top left 3"

Legal Description: Required, include parcel number

Other Requirements: Printed name and address must be included below all signatures.
Notary certificate must be in black ink only and include stamp or seal
Most counties require two witnesses. Printed name must also be included
Subsequent filings should include reference date, book & pages
Grantee and Grantor names, addresses and marital status required
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee, some exceptions apply

Blanket Releases: Generally accepted for additional fee, some exceptions apply

Completion Time: Same day - 2 weeks

Florida County Requirements:

Brevard County Penalty and interest for documents not recorded within 30 days of execution

Broward County Transmittal Sheet Required
<http://www.broward.org/records/cr03600.htm>

Charlotte County Subordinations or Assignments cannot be recorded concurrently

Duval County Transmittal Sheet Required
<http://www.duvalclerk.com/ccWebsite/resources/adobe/recordingTransmittalSheet.pdf>
Transmittal Sheet Information
<http://www.duvalclerk.com/ccWebsite/Default.aspx?id=departmentRecording>

Nassau County Cover Sheet Required
<http://www.nassauclerk.com/files/RECORDING%20TRANSMITTAL%20COVER%20SHEET.pdf>

Orange County Checks must be payable to Comptroller
Will not Re-record certified copies