



Administrative Recording Requirements

State of Idaho

Marital State: Yes - regarding Real Property acquired during the marriage.

Trust State: Yes

Mortgage State:

Recording Structure: 44 counties / Clerk and Recorder

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

Formatting of Documents:

Specified by statute

8 1/2 x 14 maximum

First page: 3" top margin / 5" right hand side blank

Prepared by name and address required in left hand top 3 1/2"

Return to name and address required in left hand top 3 1/2"

Other Requirements: Original signatures required

Must include grantee name and address

All documents must be acknowledged

Notary certificate must include seal.

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Blanket Assignments: Generally accepted with additional fee

Blanket Releases: Generally accepted with additional fee

Completion Time: Same day - 2 weeks