



Administrative Recording Requirements

State of Kentucky

Marital State: Yes

Trust State: No

Mortgage State: No

Recording Structure: 120 counties / Register of Deeds

Required Statement: "This document prepared by " with name, address, and signature
"Property Tax Bill in care of" name and mailing address

Formatting of Documents:

Format not specified by statute
Must be "crisp, clean, complete and legible"
Must be legible for duplication
Mark and cross reference all exhibits
Title stating nature of document

Legal Description: Parcel number required on all documents
Deeds require deed book & page
Mortgages require mortgage book & page

Other Requirements: Printed name under each signature
Notary certification with date of expiration and seal is required
Grantee and Grantor addresses
Re-Records are not accepted. Must be "Original Corrective" document

Manufactured Home Requirements:

- 1) Manufactured Home Limited Power of Attorney
- 2) Affixation Affidavit

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 day - 2 weeks

Kentucky County Specifics:

Boone County Requires Group Number on all documents. This is obtained from county.
Burlington County Requires Group Number on all documents. This is obtained from county.
Campbell County Requires Group Number on all documents. This is obtained from county.
Harlan County All deeds and mortgages must be prepared by or signed off by an attorney
Kenton County Requires Group and PIN Numbers on all documents. These are obtained from county

