

Administrative Recording Requirements

State of Massachusetts

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

Recording Structure: 14 counties / Register of Deeds
Secretary of State in Franklin & Middlesex counties

Massachusetts Register of Deeds Listing of all District Offices (including websites and contact information):

<http://www.sec.state.ma.us/rod/rodlst/lstidx.htm#Ba>

Required Cover Sheets:

Berkshire County Berkshire Middle District Document Cover Sheet

http://www.sec.state.ma.us/rod/rodbrksth/doc_cover.pdf

Franklin County Franklin County Document Cover Sheet

http://www.sec.state.ma.us/rod/rodfranklin/document_cover_sheet.pdf

Nantucket County Land Bank Commission Form A

<http://www.nantucketlandbank.org/Documents/forma.pdf>

Required Information: One of the following must be included

If mortgage broker Include: name, post office address, license number; and, if applicable, mortgage loan originator
If no mortgage broker "No mortgage broker and no loan originator was involved in this transaction"

Deeds require **Consideration Statement** that must include on the following: a) Amount of \$ 1.00, b) Amount of more than \$ 100.00, or c) "For Love and Affection".

Formatting of Documents:

Format specified by statute
Paper must be "sufficient weight to reproduce in registry scanners"
8 1/2 x 14 or 8 1/2 x 11
First page: 3" top margin; right hand 3" blank
Return-to address in left hand 3 1/2"
Some counties require 2" side and bottom margins
10 point font size, minimum

Legal Description:

Property address must be listed on the first page
Derivation clause must include book and page (not instrument number)
Address of property and address of residence required to be listed separately
If Registered Land, Title number must be included

Other Requirements:

All signatures must be legible.
Printed name must be included under all signatures
Corporate officers must include corporate title under signature, including notary signature
Grantee post office address required
Notary with expiration date required. Seal is required for out-of-state notaries.
Some counties require self-addressed stamped envelope
Must be recorded in the correct registry based upon property address
Assignments require assignee name and address
Titles changes in/out of trust must be signed as trustee and as individual. Book & Page of Trust must be included
Do not include social security or driver's license numbers on documents
Affidavit of Name Change is used to change name only on title of Deeds
Trust Affidavits must be filed as separate recorded documents

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 weeks - 2 months

Massachusetts County Specifics

Barnstable County Must submit both original and a copy of documents

Dukes County Deeds require Land Bank Forms LB1 and LB2

<http://www.mass.gov/courts/courtsandjudges/courts/landcourt/policies-procedures.html>

Essex South County If Registered Land, must submit both original and a copy of documents

Hampden County Documents involving Registered Land require a cover letter requesting a time stamped copy

Middlesex County Subordinations can be recorded concurrently, and require document number (not book & page)

Middlesex County Document Recording Checklist (not required as an attachment)

<http://www.sec.state.ma.us/rod/rodmidsth/msreqrec.htm>

Suffolk County Documents involving Registered Land require a cover letter requesting a time stamped copy

Worcester County Documents involving Registered Land require a cover letter requesting a time stamped copy