



Administrative Recording Requirements

State of Nebraska

Marital State: Yes

Trust State: Yes

Mortgage State: No

Recording Structure: 93 counties / Register of Deeds (Clerk in some counties)

Required Documents: **Real Estate Transfer Statement**

http://pat.ne.gov/general/forms/pdf/521_real_estate_transfer_statement.pdf

Tax Exemption Forms and Guidelines

<http://pat.ne.gov/exemptions/>

Formatting of Documents:

Format specified by statute, penalty fee for non-compliance

1/2" vertical margins

Some counties will reject if not in black ink

First page: 2 1/2" x 6 1/2" blank top margin for recording information

Preparer's name, address, and phone number must be included immediately under top margin

Return-to name, address, and phone number immediately under preparer's information

Legal Description:

Full legal description required for all documents

Must include lot, block, section, township, range, etc.

Book & page number are insufficient

Other Requirements:

All signatures must include printed, typed or stamped name under original signature

Notary certification must include expiration date, seal, and city of residence.

Some counties require self-addressed stamped envelope

Re-records require all new deed forms to be submitted

Assignments / Subordinations cannot be recorded concurrently

Subordinations require corporate acknowledgement

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: Same day - 2 months