



Administrative Recording Requirements

State of New Hampshire

Marital State: Yes

Trust State: No

Mortgage State: No

Recording Structure: 10 counties / Register of Deeds

Required Documents: **Declaration of Consideration (CD 57)**

http://www.revenue.nh.gov/forms/By Number/documents/cd_57.pdf

Buyer's Questionnaire (PA 34)

An original PA 34 must be submitted and can be order by calling: 603-271-2687

Information on this form can be found on the following website.

<http://www.nh.gov/revenue/forms/rettfoms.htm>

Formatting of Documents:

Format specified by statute

20 lb white paper with no watermarks

8 1/2 x 11 or 8 1/2 x 14 only

First page: 3" top margin / 1" other margins / Right hand side must be blank

Return to name and address must be listed in left hand top margin

Other pages: 1" margins on all sides

10 point font or larger

Dark blue or black ink

All pages must be legible for photo duplication

One sided paper only and no continuous form paper

Do not attach pages with staples or clips

Coversheets are not accepted

Legal Description: City or town must be included in the first sentence of the legal description
Must be included in or attached to all deeds and mortgages
Must include the names of all municipalities that the property is located in.

Other Requirements: All signatures must include a typed name underneath
All corporate signatures require a typed name and title underneath
Grantee name and mailing address is required for all documents (assignee for assignments)
Notary certifications require date, expiration date and seal
All counties require self addressed stamped envelope or postage fees will be charged
AKAs, etc must be typed into document. Handwritten is not accepted
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 3 weeks

New Hampshire County Specifics

Rockingham County Minimum \$ 40 payment required to the Rockingham Register of Deeds for moving property in and/or out of trust.
No fax copies are accepted