



Administrative Recording Requirements

State of North Carolina

Marital State: Yes

Trust State: Yes

Mortgage State: No

Recording Structure: 100 counties / Register of Deeds

Required Documents: **Real Estate Conveyance Form**

Manufacturer Homes: **Affixation Affidavit and Power of Attorney** - each must be recorded as separate documents

Required Statement: "Prepared by" name and address must be on first page
Return-to name and address must be on first page
"Tax Stamps_____" required for all deeds and must be listed outside the body of the documents

Formatting of Documents:

Format specified by statute / penalty for noncompliance

White paper

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

First page: 3" blank top margin/ 1/2" side margins

Other pages: 1/2" all margins

Typed or computer generated

Forms may be filled in with printed ink

One sided only (two-sided pages require penalty)

10 point font

Black ink

Title with nature of document under top margin

No writing in the margins is accepted

Legal Description: Legal description and/or parcel number required for deeds, deeds of trust and mortgages

Other Requirements: If mortgage broker is utilized, that must be stated on page one of deed of trust

All signatures must include a printed name underneath

Corporate acknowledgement required for all affidavits, assignments, and subordinations

Corporate signatures must include printed title

Grantee mailing address is required

Grantor name, address and marital status must be included on first page

Notary certification required signature, typed name, date, county, expiration date, and seal or stamp

Some counties require deeds to be stamped by the tax office as verification that taxes are paid and current, prior to recording

Conveyance Tax is required in some counties

Power of Attorneys require acknowledgement

Some counties require self addressed stamped envelope

Subordinations may be recorded concurrently and must include "record concurrently herewith"

Blanket Assignments: Generally accepted at no additional fee

Blanket Releases: Generally accepted at no additional fee

Completion Time: 1 day - 2 months

North Carolina County Specifics

Anson County **Real Estate Forms**

<http://www.co.anson.nc.us/content/index.php?id=30,0,0,1,0,0>

Cumberland County Affidavits require sworn statement as follows: "Sworn and subscribed before me". Acknowledgements may be crossed out and does not need to be re-notarized

Currituck County **Currituck County Affidavit of Consideration or Value Form**

<http://co.currituck.nc.us/pdf/form-tax/affidavit-of-consideration-or-value.pdf>

Dare County **Dare County Affidavit of Consideration or Value Form**

<http://www.co.dare.nc.us/Forms/LTAffiConVal.pdf>

Edgecombe County

Non-exempt deeds must be submitted to Assessor's Office : Edgecombe NC Tax Assessor, 201 St. Andrews Street, Tarboro, NC (252) 641-7810. Assessor will route to recorder at no additional fee

Harnett County

Deeds and Affidavit must be submitted to Tax Assessor's Office first for verification that taxes are paid and current

Pasquotank County

Pasquotank County Tax Affidavit required for all deeds

Call county directly for form at (252) 335-4367

Perquimans County

County Affidavit Regarding Conveyance

<http://www.perquimanscountync.gov/forms/tax/TransferAffidavit.pdf>

Stanly County

Tax Certification required and may be signed by an agent

Surry County

Tax Certification required and may be signed by an agent

Forms must be sent to the tax department first: Tax Department, 201 East Kapp Street, Dobson, NC 27017 (336) 401-8100. Tax department will forward to recorder

Vance County

Forms must be sent to the tax office first , must include instructions to forward to recorder's office: Vance County Tax Office, 122 Young Street, Suite E, Henderson, NC 27536 (252) 738-2040.

Wilson County

Deed forms must be sent to the Tax Assessor's Office, they will forward to recorder: Wilson County Tax Office, 113 Nash Street East, Wilson, NC 27893 (252) 399-2902