



Administrative Recording Requirements

State of Rhode Island

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 39 cities & towns / Town Clerk

Formatting of Documents:

No format specified by statute; however, must be legible for duplication

Legal Description: Required for all deeds and mortgages

Mailing addresses required for all involved parties (preparer, grantor, grantee, mortgagee, etc)

All signatures require printed, stamped or typed name underneath

Notary certification needs to include date, expiration date. Notary seal required for out-of-state certifications

Some counties require self addressed stamped envelope

Verify proper filing location with jurisdiction

Witness required on all documents

Do not attach pages in any way (IE: staples, clips)

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: Same day - 6 weeks

Rhode Island City/County Specifics

City of Warwick Will not record assignments concurrently

Will record subordinations concurrently

Newport County Do not include social security number or cause of death on death certificates

Providence County Does not record death certificates