



Administrative Recording Requirements

State of Utah

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

Recording Structure: 29 counties / Recorder

Formatting of Documents:

Format specified by statute, penalty fee for non-compliance (per page)
White, one-sided paper (no continuous form paper)
8 1/2 x 11
2 1/2" top margin; right hand 4 1/2" blank for recording information
"Prepared by" name and address in the left hand top 4 1/2" area
Return-to name and address in the left hand top 4 1/2" area
Other margins 1"
Typed or computer generated
Seven lines per vertical inch
Black ink
Clear title with nature of document under top margin
Legible for photo duplication
One sided pages only
Tax Serial Number must be included and formatted correctly (IE: hyphenated correctly)

Legal Description: Parcel number must be included on all instruments

Other Requirements: All signatures must have a typed, stamped, or printed name underneath
Mailing addresses for all involved parties is required for all deeds, deeds of trust and mortgages
Grantee and Grantor names and addresses must be listed on the first page
Notary certificate must include date, expiration date, county, printed name, and seal or stamp
Re-records require reason listed at top of document. Borrower's must resign. Signatures must be re-acknowledged.
Assignments and Subordinations can be concurrently recorded, must state "recorded concurrently herewith"

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 2 weeks