



Administrative Recording Requirements

State of Vermont

Marital State: Yes

Trust State: No

Mortgage State: No

Recording Structure: 246 towns & cities / Town Clerk

Required Document: **Property Transfer Tax Return**

<http://www.state.vt.us/tax/pdf.word.excel/pvr/PT-172-fillin-rev12032008.pdf>

Disclosure Statement for all division of land transactions

<http://www.state.vt.us/tax/pdf.word.excel/forms/pvr/Act250-fillin-rev11-2008.12092008.pdf>

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format specified by statute

1/2" side margins

8 point font

Legible for photo duplication

Legal Description: Required for all deeds; include survey if referenced in documents

All signatures must be legible or must include a printed name underneath

Notary certification must include date, expiration date, printed name. Seal not required for Vermont notaries.

Some counties require self address stamped envelope

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