



Administrative Recording Requirements

State of Washington

Marital State: Community Property State
Trust State: Yes
Mortgage State: No

Recording Structure: 39 counties / Auditor

Required Documents: **Real Estate Excise Tax Affidavit (Form 84 001ae)**
<http://dor.wa.gov/docs/forms/realestexcstx/realestexcstxaffidrtn.pdf>

Mobile Home: **Mobile Home Real Estate Excise Affidavit**
http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxMbleHome_E.pdf

Formatting of Documents:

Cover sheet (see sample) or formatted first page required by statute
Penalty for non-compliance
8 1/2 x 11 or 8 1/2 x 14
First page: 3" top margin / 1" side & bottom margins
Prepared by name and address must be listed in left hand top margin
Return -to name and address must be listed in left hand top margin
Title with nature of document must be listed immediately under top margin
Cross reference and label all pages
Do not attach pages in any fashion
Margin exceptions allowed as follows "a minor portion of a notary seal, incidental writing, or minor portion of signatures" may extend into the margins
Bar codes and address labels are allowed as long as they are "firmly attached"
"All text, seal, drawings, signatures and other content within the document must be of sufficient color and clarity to ensure that when the text is imaged, all text is readable, regardless of what process is used for recording"
Minimum 9 point font size

Legal Description: Required for all deeds, deeds of trust, and mortgages
Must include auditor's file numbers, book & pages, and document dates
Assessor's parcel must be included and must be distinguishable from other information

An abbreviated legal description is required on the cover sheet/first page as follows: "Lot, block, plat or section, township, range, and quarter/quarter section"

Other Requirements: All signatures must include a printed name if illegible
Grantee name and address required on face of all deeds
Notary certification requires date, expiration date, printed name, and seal or stamp
Many counties require self addressed stamped envelope
Trustee(s) must be listed on first page
Re-records require a reason to be listed at the top of document and require new Excise Tax Affidavit
Real Estate Supplement Statement required when adding or removing someone from title

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 3 weeks

Real Estate Tax Rates: <http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxRates.pdf>

Washington County Specifics

- Benton County** Parcel number is 15 digits long
- Clark County** Forms must be original carbon copies
- Pacific County** Forms must be original carbon copies
Parcel number is 11 digits (search can be made using the following website)
<http://pacificwa.taxesifter.com/taxesifter/T-Parcelsearch.asp>
- Pierce County** Affixation Affidavit must be recorded as a separate document
- Skagit County** Forms must be original carbon copies
- Skamania County** Required two signatures on Excise Tax Affidavit, agents may be used
- Snohomish County** Affixation Affidavits must be labeled as "Exhibit"
- Thurston County** Return Address is only item that can be in the 3" margin, nothing else!!
Affixation Affidavits must be labeled as "Attachment"
- Whatcom County** Forms must be original carbon copies

**State of Washington
Sample Recording Document Coversheet**

(3" top margin)

Return to:
Name
Address
City, State ZIP

Document Title

Reference numbers of related documents:
___ on page ___ of document

Grantor(s)
1. Last, First Middle Initial
2. Last, First Middle Initial
3. Last, First Middle Initial
Additional Grantor names on page ___ of document

Grantee(s)
1. Last, First Middle Initial
2. Last, First Middle Initial
3. Last, First Middle Initial
Additional Grantee names on page ___ of document

Trustee(s) (if applicable)
1. Last, First Middle Initial
2. Last, First Middle Initial

Legal Description:
1. Abbreviated Form (lot, block, plat name, section-township. - range)
2. Additional legal description is on page ___ of document

Assessor's Property Tax Parcel Account Number (s): _____

MERS (if applicable)

Lender Name
Lender Address

(1" side margin)

→
(1" side margin)

↓
(1" bottom margin)