



Administrative Recording Requirements

State of West Virginia

Marital State: No

Trust State: Yes

Mortgage State: No

Recording Structure: 55 counties / Clerk

Required Documents: **Sales Listing Form**

<http://www.state.wv.us/taxrev/taxdoc/An9711.pdf>

Formatting of Documents:

Format specified by statute

8 1/2 x 14 maximum size

Legal Description: Include book & pages and document dates

Must include district name or number

Other Requirements: Preparer must print, type, stamp or sign legibly

Return to name and address must be included

Trustee must be resident of West Virginia

Deeds require a Declaration of Consideration/Value statement

Blanket Assignments: Generally accepted for fee

Blanket Releases: Generally accepted for fee

Completion Time: 2 days - 1 month