

State of Alabama Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Margins:

- First page: 3" top; 1" other sides
- Other pages: 1"

Print:

- Black or Blue Ink/10 point font minimum

Preparer Info:

- Name & Address
- "Instrument Prepared by:" or
- "Prepared by"

Vesting:

- No unique requirements

Marital Status:

- Required

APN/PID Number:

- Not Required

Witnesses:

- Two witnesses required – only if notary seal/stamp is not present

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



- Previous Recorded Instrument Information

Notary:

- Date of Acknowledge
- Expiration of Notary

FORM REQUIREMENTS:

Deeds/Subordination Agreements:

- Fair Market Value (FMV) must be listed on the deed
- Legal Description
- Previous Recorded Information Required

Lost Affidavit:

- Accepted

Death Certificate:

- No Affidavit Required

Death certificate:

- No affidavit required

Power of attorney:

- Original Only (copies are not accepted)
- Legal Description

COMMON REJECTION REASONS:

- Previous recorded information not present or incorrect
- Prepared by statement missing

SPECIAL CHARACTERISTICS:

- Jefferson County split into two divisions: Birmingham and Bessimer (last two digits book number 59-63)

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