

## State of Alaska Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted
- Two-sided paged accepted

Non-standard fee:

- Not accepted

Margins:

- First page: 2" top; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Not Required

Vesting:

- Trustee name must be listed

Marital Status:

- Non-titled spouse needs to sign Deed of Trust even if not on title

APN/PID Number:

- Not Required

Witnesses:

- None Required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1<sup>st</sup> paragraph

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

- Must accompany all instruments

Notary:

- Date of Acknowledge
- Printed name beneath signature
- Expiration of Notary
- Stamp or Seal

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**FORM REQUIREMENTS:**

Deed:

- No form required
- Legal Description
- Grantor/Grantee address required
- Previous Recorded Information Required

Death certificate:

- No affidavit required

Power of attorney:

- Must be original (no copies)
- Legal Description

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**COMMON REJECTION REASONS:**

- Recording district or jurisdiction missing
- Return-to name and address missing
- Documents illegible

**SPECIAL CHARACTERISTICS:**

- Recording district and jurisdiction must be listed on document