

State of Arizona Administrative Recording Requirements:

Marital State: Yes

Trust State: Yes

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- One-Sided Only
- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Non-standard fee:

- Not accepted

Margins:

- First page: 3" by 5" top-right; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Name, Institution, Address, Signature

Vesting:

- Trustee name and address

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st 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
- Expiration of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deeds:

- Form DOR 82162 – Affidavit of Property Value
- Legal Description
- Previous Recorded Information Required

Lost Affidavit:

- Not accepted (Maricopa County does accept)

Death certificate:

- No affidavit required
- Certified Copy only

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Affidavit of Property Value form incorrect/missing
- Notary stamp/seal missing