

## State of Colorado 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

Non-standard fee:

- Not accepted

Margins:

- All pages: 1" top; ½" other sides

Print:

- Black ink; legible
- Clackamas County will reject any font smaller than 8 point

Preparer Info:

- Not Required

Vesting:

- Trustee Name and county in which residing must be listed
- Must conform throughout document (first page, signature page, notary acknowledgment)

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

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



**Notary:**

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal

**FORM REQUIREMENTS:**

**Deeds:**

- (Non-Exempt Only - +\$10) Form TD1000 – Real Property Transfer Declaration
- Form must be signed both Grantor & Grantee

**Lost Affidavit:**

- Accepted

**Death certificate:**

- No affidavit required

**Power of attorney:**

- Must be original (no copies)

**COMMON REJECTION REASONS:**

- Margins incorrect
- Legal description missing/incomplete
- Signatures missing

**SPECIAL CHARACTERISTICS:**

- Boulder County is strict on margin compliance
- Morgan County requires notarial stamp to be placed in specific location on acknowledgment
- Larimer County accepts only yellow highlighting

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