

State of Connecticut Administrative Recording Requirements:

Marital State: No

Trust State: No

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

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

Margins:

- First Page: 3 ½" by 5" Top-Right corner; 1" other sides
- Other Pages: 1"

Print:

- Black or Blue ink/10 point font minimum

Preparer Info:

- Not Required

Vesting:

- No unique requirements

Marital Status:

- Not required

Witnesses:

- Two (2) witnesses required

Printed names:

- Required below all signatures

Legal:

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

Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal (not required if attorney)

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



- Attorney acknowledgments must show title (“Commissioner of Superior Court”)

FORM REQUIREMENTS:

Deeds:

- Form OP-236 – Real Estate Conveyance Tax Return
- Legal Description (legible)
- Previous Recorded Information Required

Death certificate:

- No affidavit required

Power of attorney:

- Must be original (no copies)
- Legal Description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Grantee’s Address missing
- Notary stamp/seal missing



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