

State of Florida Administrative Recording Requirements:

Marital State: Yes

Trust State: No

Mortgage State: Yes

Recording Structure:

67 Counties; Clerk of Circuit Court

Broward County = Court Administrator

Orange County = Comptroller

Required Statement:

"This document prepared by" with name and address

Formatting of Documents:

Format specified by statute

8 ½ x 11 or 8 ½ x 14

First Page: 3" x 3" top right hand margin

"This document prepared by" [Name] [Address] in top left 3" of margin

Return to [Name] and [Address] in top left 3"

Legal Description:

Required, including parcel ID number

Other Requirements:

Printed name and address must be included below all signatures.

Notary certificate must be in black ink only and include stamp or seal.

Printed name must also be included.

Subsequent filings should include reference date, book & pages.

Grantee and Grantor names, addresses and marital status required.

Re-Records require reason listed at top of the document.

Blanked Assignments:

Generally accepted for additional fee, some exceptions apply

Blanket Releases:

Generally accepted for additional fee, some exceptions apply

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



Completion Time:

Same day – 2 weeks

County Specific Requirements:

Brevard County:

Penalty and interest for document not recorded within 30 days of execution

Broward County:

Transmittal Sheet Required

Charlotte County:

Subordinations or Assignments cannot be recorded concurrently

Duval County:

Transmittal Sheet Required

Nassau County:

Cover Sheet Required

Orange County:

Checks must be payable to Comptroller.

Will not re-record certified copies.

ADVANTAGE
TITLE, LLC