

State of Hawaii Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" (maximum accepted)
- One-sided only

Non-standard fee:

- Accepted - \$20 (8 ½" by 14" or double sided documents)

Margins:

- First page: 3 ½" Top; 1 ½" Left; 1" other sides
- Other pages: 1" all sides

Print:

- Black ink
- 10 point font minimum

Preparer Info:

- Not required

Vesting:

- Must conform exactly on first page, signature page, & notary acknowledgement
- Names must math exactly as held on current title
- Land Court System does not allow initials in vesting (unless title is held in a trust)

Marital Status:

- Land Court System: Required – must name spouse in vesting
- Regular system: Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

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

Legal:

- Land Court System: Requires Certificate of Title Number listed
- Include state, county, and municipality in 1st paragraph

Notary:

- If notarizing in Honolulu County, must cite "City and County of Honolulu" for county name
- Must initial all changes to instruments

FORM REQUIREMENTS:

Deeds:

- (Exempt) Form P-64B – Exemption From Conveyance Tax (OR)
- (Non-exempt) Form P-64A – Conveyance Tax Certificate
- Land Court System – requires an additional \$25 to file

Death Certificate:

- Requires Affidavit of Death

Power of attorney:

- Must be original and date at or before date of mortgage

COMMON REJECTION REASONS:

- County not listed correctly on acknowledgement (Honolulu)
- Names of parties do not conform in all places (vesting)
- Notarial acknowledgement incorrect/incomplete
- Certificate of Title missing from legal description
- Name of Trust not listed in notary acknowledgement or below trustee's signature
- County forms not included with deeds
- Letter of Good Standing and State of Incorporation missing/not on file

SPECIAL CHARACTERISTICS:

*All referenced riders must be present