

## State of Iowa Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** No

**Mortgage State:** Yes

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (Maximum accepted)

Non-standard fee:

- Accepted (\$10 – margins)

Margins:

- First page: 2" Top; 1" other sides
- Other pages: 1"

Print:

- Black ink
- 10 point font minimum

Preparer Info:

- Name, institution, address, and phone number

Vesting:

- No unique requirements

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 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

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

**FORM REQUIREMENTS:**

Deeds:

- Real Estate Transfer Form (Groundwater Hazard Statement & Declaration of Value) – only required if consideration is > \$500 or deeded to new party
- Legal description (legible)
- Previous recorded information required

Lost Affidavit:

- Accepted

Death Certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)

**COMMON REJECTION REASONS:**

- Margins incorrect



ADVANTAGE  
TITLE, LLC