

## State of Kansas 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:

- Not accepted

Margins:

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

Print:

- Black ink
- 8 point font minimum

Preparer Info:

- Not required

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:

- Expiration Date of Notary
- Stamp or Seal

**FORM REQUIREMENTS:**

Deeds:

- Validation Questionnaire – must be carbon original (cannot reproduce)

Refinance Affidavit:

- New Lender/Same Lender?
- Payoff amount
- Original loan, book & page
- Assignment, book & page

Death Certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description
- Preparer information
- APN/PID number

**COMMON REJECTION REASONS:**

- Expiration date of notary missing
- No notary seal