

## State of Kentucky Administrative Recording Requirements:

---

**Marital State:** No

**Trust State:** No

**Mortgage State:** Yes

---

### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" (maximum accepted)

Non-standard fee:

- Not accepted

Margins:

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

Print:

- Black ink
- 8 point font minimum

Preparer Info:

- Name, address, signature

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- First page (see note below)

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:

- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Expiration Date of Notary
- Seal required for all out of state notaries
- All parties signing must be cited in notary acknowledgement

**FORM REQUIREMENTS:**

Deeds:

- Consideration Statement
- Reference to last recorded deed

Death Certificate:

- No affidavit required

Power of attorney:

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

**COMMON REJECTION REASONS:**

- Consideration statement missing on deed
- Reference to last recorded deed missing
- Preparer's information missing
- Grantee address missing
- Legal description is incomplete

**SPECIAL CHARACTERISTICS:**

\*Kenton, Campbell, & Boone require four (4) digit Group Number on first page with APN/PID number

Always verify requirements and fees with the appropriate recording office.  
As of May 5, 2017