

State of Louisiana Administrative Recording Requirements:

Marital State: Yes

Trust State: No

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

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

Non-standard fee:

- Accepted - \$
- Orleans Parish - \$10 if not on 8 ½" by 14" paper

Margins:

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

Print:

- Black ink/10 point font minimum
- Less than 8 point font incurs fee

Preparer Info:

- Not required

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- Two (2) witnesses required

Printed names:

- Required below all signatures

Legal:

- Municipal number
- Address of property
- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

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

FORM REQUIREMENTS:

Deeds:

- No form required
- Legal description (legible)
- Previous recorded information required

Lost Affidavit:

- Accepted

Death Certificate:

- Affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Notary acknowledgement incomplete

SPECIAL CONSIDERATIONS:

*Counties keep original for filing, and return a copy of each document