

## State of Maryland Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** Yes

**Mortgage State:** Yes

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### **BASIC REQUIREMENTS:**

#### Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" accepted

#### Non-standard fee:

- Not accepted

#### Margins:

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

#### Print:

- Black ink/8 point Elite type font minimum

#### Preparer Info:

- "This is to certify that the within instruments has been prepared by a party to the instrument."  
(OR)
- "This is to certify that the within instrument has been prepared under the supervision of the undersigned Maryland attorney..."
- Signature and Title (Loan Processor or Closer) cannot be an "agent"!

#### Vesting:

- No unique requirements

#### Marital Status:

- Not required

#### APN/PID Number:

- First page
- Must appear on all documents

#### 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:

- Date of Acknowledge
- Expiration of Notary
- Stamp (Seal not required)

**FORM REQUIREMENTS:**

Deed of Trust:

- Land Intake Sheet – must be 8 ½” by 14” (4 copies – carbon or reproduced)
- Refinance Affidavit (include Unpaid Principal Balance, Book/Page, Date)

Deed:

- Land Intake Sheet
- Need to state relationship between Grantor/Grantee
- Previous recorded information
- Affidavit of Total Payment
- Certificate of Exemption from Withholding

Refinance Affidavit:

- Payoff amount
- Original loan, book, & page

Lost Affidavit:

- Not accepted (Anne Arundel, Baltimore & Montgomery)
- Baltimore County will accept a copy of the Deed of Trust with original borrower(s) signatures

Death certificate:

- No affidavit required

Power of attorney:

- Must be original (no copies)
- Preparer information
- APN/PID number



**COMMON REJECTION REASONS:**

- Certification of Preparation (Prepared by) statement missing
- Payoff amounts missing
- Land Intake Sheet missing/incomplete
- Affidavit of Total Payment missing
- Homeowners Certification of Principal Residence missing (settlement sheet – example attached)
- Correct Prince George Refinance Affidavit missing/not signed

**SPECIAL CHARACTERISTICS:**

- Must provide two (2) copies of the Quitclaim Deed when present
- Subordination Agreements must be original with correct margins (no copies allowed)
- Prince George County – See attached Finance Affidavit Guide



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