

State of Massachusetts Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

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

Non-standard fee:

- Not accepted

Margins:

- First page: 3" Top, 5" Top-Right corner, 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Not required

Vesting:

- Must conform throughout instrument

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Not required

Legal:

- Must have previous recorded deed information listed
- Include state, county, and in 1st paragraph
- Land Court System: requires Torrens number and Document number to be listed

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



Notary:

- Date of Acknowledgment
- Expiration Date of Notary (must be included in Stamp/Seal)
- Stamp or Seal

FORM REQUIREMENTS:

Deeds/Subordination Agreement:

- No required forms
- Legal description
- Previous recorded information required

Death certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Must show recorded date

Envelopes:

- Not required for Plymouth, Middlesex/SD, and Essex/ND





COMMON REJECTION REASONS:

- Book & page/Torrens & Document number missing
- Notary issues

SPECIAL CHARACTERISTICS:

The following counties require that the district be specified:

- Bristol – North, South, or Fall River
- Middlesex – North or South
- Worcester – North or Worcester
- Berkshire – North, South, or Middle
- Essex – North or South

*Plymouth County does not require Title Reference on mortgages



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