

## State of Mississippi 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" by 5" Top; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Name, address, and phone number

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
- Must include Filing Instructions (section, township, range, etc)

Notary:

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

**FORM REQUIREMENTS:**

Deeds/Subordination Agreements:

- Legal description required
- Previous recorded information

Death certificate:

- No affidavit required

Power of attorney:

- Legal description
- Preparer information
- APN/PID number

**COMMON REJECTION REASONS:**

- Indexing instructions not present
- Phone number missing from preparer's info
- Legal description insufficient
- Notary Stamp ineligible/incomplete

**SPECIAL CHARACTERISTICS:**

Notary must initial all corrected areas (white-out)