

State of North Carolina Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

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

Non-standard fee:

- Add \$25 per document if any page does not meet formatting requirements – effective July 1, 2002. The recording office may waive the fee if the nonstandard item is print less than 10 pt and legible.

Margins:

- First page: 3" top; ½" other sides
- Other pages: ½"

Print:

- Black ink
- 10 pt font or more may be smaller if legible. Documents must be one sided.

Preparer Info:

- On front page of the instrument: Prepared by; name recommended, address (or can say "Prepared out of state"). The preparation of a deed or deed of trust is considered the practice of law and must be done only by a part to the instrument or by an attorney licensed to practice law in North Carolina, pursuant to NCGS 84-2.1

Vesting:

- No unique requirements

Marital Status:

- Instrument should reflect the marital status of the parties to the transaction

Addresses:

- Must include permanent mailing address of grantee in all documents.

APN/PID Number:

- The real estate tax index number must appear on the instrument, but on deeds only and only in some counties. It is recommended to put the number on all deeds

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



Witnesses:

- None required

Printed names/signatures:

- All names and title should be typed or printed beneath original signatures. As of 06/25/1999, corporate seal is no longer required on a conveyance of real property per Senate Bill 761.

Legal:

- A legal description and/or parcel number must be included in deeds and mortgages/trust deeds. Also include book & page on all subsequent documents referencing the original recording.

Notarization/Acknowledgment:

- Notarial certificate including signature, typed notary name, date of acknowledgment, county, date of expiration, and seal or stamp.

COMMON REJECTION REASONS:

- Fee incorrect
- Improper notarial certificate
- Preparer (drafter) name missing
- Grantee permanent address missing
- Document submitted to the wrong county
- Legal description missing/insufficient
- Reference to previously recorded document missing

SPECIAL CHARACTERISTICS:

*Turn around time for recording – from one to ten days in most counties but some as long as one-two months

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