

State of Oklahoma Administrative Recording Requirements:

Marital State: No

Trust State: No

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

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

Non-standard fee:

- Not accepted

Margins:

- First page: 3" top; 1" other sides
- Other pages: 1"

Print:

- Black or dark ink/10 point font minimum

Preparer Info:

- Not Required

Vesting:

- No unique requirements

Marital Status:

- Not required, but suggested when available

APN/PID Number:

- Not required

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 1st paragraph
- Must accompany all instruments
- Must be clear, legible (strict standards)

Notary:

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

FORM REQUIREMENTS:

Mortgages:

- Mortgage Tax Information Form required with all mortgages

Deeds/Subordination Agreement:

- No required form
- Legal Description (legible)
- Previous Recorded Information Required

Death certificate:

- Affidavit required

Power of attorney:

- Legal Description

COMMON REJECTION REASONS:

- Mortgage tax information form missing/incomplete
- Legal description missing/illegible