

State of South Dakota Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" maximum accepted

Non-standard fee:

- Accepted - \$10 (margins)

Margins:

- First page: 3" by 5" top; 1" other sides
- Other pages: 1"
- Last Page 3" Top; 1" other sides

Print:

- Black ink/10 point font minimum

Preparer Info:

- Name, Address, Signature, Phone number

Vesting:

- All changes must be initialed by notary

Marital Status:

- Not required

APN/PID Number:

- First page

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

Notary:

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

FORM REQUIREMENTS:

Deeds:

- Form SDCL 7-9-7 (4) – Certificate of Real Estate Value
- Previous Recorded Information Required

Death certificate:

- No affidavit required

Power of attorney:

- Legal Description
- Preparer information
- APN/PID number

COMMON REJECTION REASONS:

- Prepared by statement missing
- Legal description missing/inadequate
- Certificate of Value missing
- Grantee Address missing
- Notary Seal missing

SPECIAL CHARACTERISTICS:

- Notary must initial all corrected areas (white-out)

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