

State of Texas 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

Margins:

- First page: 1 ½" top; 1" other sides
- Other pages: 1"
- Last Page 4" Bottom

Print:

- Black ink/8 point font minimum
- All documents must be original (copies not accepted)

Preparer Info:

- Name, Entity & Address

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- Two (2) witnesses required (if not acknowledged by notary)

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
- Map and Parcel Number

Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal
- Vesting not required on 2nd instrument (mortgage)

FORM REQUIREMENTS:

Deeds:

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

Lost Affidavit:

- Accepted

Death certificate:

- No affidavit required

Power of attorney:

- Original Only (copies not accepted)
- Legal Description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Grantee's Address missing
- Notary acknowledgment incomplete
- Printed names beneath signature missing
- Margin incorrect on last page
- Lender submitted copies for recording

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SPECIAL CHARACTERISTICS:

- Harris and Chamber County will accept legal descriptions in the body of the instrument
- Harris County does not require a 1 ½" margin at the top of the instrument



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