

## State of Utah Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

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### **BASIC REQUIREMENTS:**

**Paper:**

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

**Non-standard fee:**

- Accepted - \$2 (margins)

**Margins:**

- First page: 3 ½" by 5" top; 1" other sides
- Other pages: 1"

**Print:**

- Black ink/10 point font minimum

**Preparer Info:**

- Name & Address

**Vesting:**

- Names must conform throughout document (first page, signature page, acknowledgment page)

**Marital Status:**

- Not required

**APN/PID Number:**

- 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

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



**Notary:**

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

**FORM REQUIREMENTS:**

**Deeds:**

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

**Lost Affidavit:**

- Accepted

**Death certificate:**

- No affidavit required

**Power of attorney:**

- Legal Description

**COMMON REJECTION REASONS:**

- Legal Description missing/inadequate
- Names and signatures do not agree
- Notary stamp/seal missing
- Grantee Address missing

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