

## State of Vermont Administrative Recording Requirements:

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Marital State: No

Trust State: No

Mortgage State: Yes

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### **BASIC REQUIREMENTS:**

#### Paper:

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

#### Margins:

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

#### Print:

- Black ink/8 point font minimum

#### Preparer Info:

- Name & Address

#### Vesting:

- No unique requirements

#### Marital Status:

- Not required

#### APN/PID Number:

- Not required

#### Witnesses:

- One (1) witness required, plus notary public

#### 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 (Seal not required)

**FORM REQUIREMENTS:**

**Deeds:**

- Form Vermont Property Transfer Tax Return
- Legal Description (legible)
- Previous Recorded Information Required
- Grantor/Grantee must sign the Quitclaim deed form

**Lost Affidavit:**

- Accepted

**Death certificate:**

- No affidavit required

**Power of attorney:**

- Legal Description

**COMMON REJECTION REASONS:**

- Printed name beneath signature missing
- Property Tax Return form incomplete/missing
- Reference to previous recorded document missing/incomplete
- Witness missing/signature illegible
- Notary acknowledgment incomplete

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