

State of Washington Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

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

Non-standard fee:

- Accepted - \$50 (margins only)
- Forms not meeting margin requirements will require cover sheet & fee

Margins:

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

Print:

- Black ink/8 point font minimum

Preparer Info:

- Name & Address

Vesting:

- No unique requirements

Marital Status:

- 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:

- First Page must contain abbreviated legal description
- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

- Legible Stamp or Seal
- Date of Acknowledgment
- Notary Date of Expiration

FORM REQUIREMENTS:

Cover Sheet:

- Required if margins cannot be corrected on first page of Deed of Trust
- Cover sheet required for Quitclaim Deeds, Subordination Agreements, etc as needed
- Spokane County requires cover page at all times

Deeds:

- Form 84001A – Real Estate Excise Tax Affidavit (must be 8 ½ by 14")
- Form requires WAC number
- Form must be signed by preparer
- WAC Number 458-61-340 requires Supplemental Form (signed by borrowers)

Lost Affidavit:

- No affidavit required

Death certificate:

- No affidavit required

Power of attorney:

- Original Only (copies not accepted)
- Legal Description

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COMMON REJECTION REASONS:

- Margins incorrect
- Notarial certificate incomplete or seal missing
- Reference to previous recorded documents missing or incorrect (deeds and subordination agreements)
- Amount of consideration or exemption code (WAC number) missing from deed
- Excise Tax Affidavit not submitted with deed

SPECIAL CHARACTERISTICS:

- Whatcom County requires Form 840001A to be and original carbon copy
- Cover page recommended on all documents to avoid rejections



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