

## State of West Virginia 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:**

- Kanawha (font > 8 point) +50% total cost

**Margins:**

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

**Print:**

- Black ink/10 point font minimum

**Preparer Info:**

- Name & Signature on the last page of all instruments (notary acknowledgment page)

**Vesting:**

- Name of parties must conform throughout document

**Marital Status:**

- Not required

**Map and Parcel Number:**

- Required below all signatures

**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:**

- Form NCF-5608 – Sales Listing Form (must be filled out completely)
- Must have declaration of consideration statement for tax purposes
- Legal Description
- Previous Recorded Information Required
- Must be signed by preparer
- Must be original with carbon

**Death certificate:**

- No affidavit required

**COMMON REJECTION REASONS:**

- Trustee address with county not listed/missing
- Address of borrower/lender missing
- Preparer's name missing at the end of document
- Sales listing form incomplete/missing
- Previous recorded information not listed

**SPECIAL CHARACTERISTICS:**

- Berkeley County requires Map & Parcel number on assignments, releases, and satisfactions
- Kanawha County requires Map & Parcel and Assessor's Account number on mortgages/Sales Listing Form
- Summers County requires Map & Parcel number to appear on Deed of Trust
- Nicholas and Upshur Counties require legal description with all instruments
- Brooke, Hancock, Raleigh counties require legal description with assignments
- Counties that require Map & Parcel number on deeds: Kanawha, Lincoln, Mercer, Monongalia, Raleigh, Roane, Summers, Wood

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# ADVANTAGE

## TITLE, LLC

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