



Administrative Recording Requirements *State of Colorado*

Marital State: No - unless a declaration of homestead has been recorded.
Trust State: Yes
Mortgage State: No

Recording Structure: 63 counties / Clerk

Required Documents: **Property Transfer Declaration TD1000 or Exemption**
<http://www.dora.state.co.us/real-estate/contracts/01TD1000.pdf>

Formatting of Documents:

Format specified by statute
1" top margin
Left, right and bottom margins at least 1/2"

Legal Description: Required for all deeds, deeds of trust, and mortgages

Other Requirements:

Grantor/Grantee legal and mailing addresses must be on face of all deeds (PO Boxes are insufficient)
Return-to name and address
Notary certification requires date, expiration date, printed name with signature and seal or stamp
All signatures must include a printed name underneath
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document
For properties located in 80123, call county for correct recording office.

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 - 4 weeks

City Websites:

Aspen www.aspenpitkin.com/depts/45/tax_realestatetransfer.cfm **Avon** www.avon.org

Breckenridge www.townofbreckenridge.com

Frisco www.townoffrisco.com

Gypsum www.townofgypsum.org

Minturn www.minturn.org

Snowmass Village www.tosv.com/formsino/clerkforms.php

Telluride www.town.telluride.co.us/home/index.asp **Vail**
www.ci.vail.co.us

Winter Park www.winterparkgov.com

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.

as of 3/10/2010