



## Administrative Recording Requirements

### State of Alabama

**Marital State:** Yes  
**Trust State:** No  
**Mortgage State:** Yes

**Recording Structure:** 67 counties / Judge of Probate

**Required Statement:** "This document prepared by " name, address, phone number . Corporate name required if applicable

**Formatting of Documents:**  
Not specified by statute.

**Legal Description:** Include book & pages and document dates

**Other Requirements:** Return-to name and address required  
Grantee / Grantor names and addresses required  
Notary name and expiration required  
Mortgages require Source of Title with book type listed  
Subsequent filings should include reference date, book & pages

**Blanket Assignments:** Generally accepted for additional fee

**Blanket Releases:** Generally accepted for additional fee

**Completion Time:** 3 - 4 weeks

### Alabama County Specifics

**Jefferson County** Affidavits must be submitted with all death certificates

**Mobile County** Fair market value must be stated on all deeds. Deed tax is based on interest being conveyed toward fair market value.

**Morgan County** Deed tax is paid on the difference between fair market value and the mortgage amount when the fair market amount is higher.

**Shelby County** If Deed and mortgage are recorded concurrently, than deed tax can be collected on fair market minus mortgage amount.

**Tuscaloosa County** "Source of Title" is required on all documents. All documents must indicate the type of book being recorded or referenced. Documents cannot be recorded concurrently.

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