



## Administrative Recording Requirements

### State of Oklahoma

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** Yes

**Recording Structure:** 77 counties / County Clerk

**Required Document:** Proof of Purchase Affidavit - include purchase price or Doc Stamp Exemption

**Mortgage Registration Form**

[http://www.sai.ok.gov/Search%20FormsPubs/database/\\_0443\\_.pdf](http://www.sai.ok.gov/Search%20FormsPubs/database/_0443_.pdf)

### Formatting of Documents:

Recording Requirements memo

Format specified by statute

Must be legible for photo duplication

8 1/2 x 14 maximum size

Minimum 1" top margin and 1/2" other margins

Must have adequate space for recording information or a penalty will be charged

3" top margin will allow necessary space for recorder

All exhibits must be clearly labeled and cross referenced

Must be typed, computer generated, or handwriting must be legibly printed Dark ink

No smaller than 9 point font

**Legal Description:** Required for all instruments

### Other Requirements:

All signatures require printed, typed or stamped name underneath

Notary certification needs to include date, signature, expiration date, and stamp or seal

Mailing addresses must be included for all parties involved (buyer, mortgagee, assignee, grantee, grantor) Return-to name and address is required

Some counties require self addressed stamped envelope Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for no additional fee

**Blanket Releases:** Generally accepted for no additional fee

**Completion Time:** 1 day - 2 weeks

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