



TITLE GUARD
INSURANCE

Administrative Recording Requirements

State of Hawaii

Marital State: No
Trust State: No
Mortgage State: No

Recording Structure: All recording done at Bureau of Conveyances via Registrar of Conveyances

Required Documents: **Conveyance Tax Certification**

Website: <http://hawaii.gov/dlnr/boc/forms>

Formatting of Documents:

Format specified by statute
One-sided documents only
8 1/2 x 11 maximum
First page should include names/addresses of grantors/grantees, type of documents, and tax map key
3 1/2" top margin, followed by return-to address in next 1"
Pages must be numbered in sequential order
Must be legible for photostatic or electrostatic duplication
Coversheet can be used if there is insufficient margin space (available on website above)

Other Requirements:

Self-addresses stamped envelope is required
Names should include middle initial/name when applicable
All signatures must include typed, printed, or stamped (not hand written) name and address under signature All signatures must match names in documents and notary certificate exactly
All docs require a notary certificate seal
Changes to the document require initial by borrower and notary
Submit documents in duplicate
Corporate name and title must be printed underneath signatures
Amendments to documents are required instead of re-records
Subsequent filings should include reference date, book & pages Re-records require reason listed at top of document

Legal Description: Certificate of Title number must be listed

Blanket Assignments: Not accepted

Blanket Releases: Not accepted

Fee Schedule: <http://hawaii.gov/dlnr/boc/fee>

Completion Time: 6 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