



Administrative Recording Requirements *State of Delaware*

Marital State: No
Trust State: No
Mortgage State:

Recording Structure: 3 counties / Recorder of Deeds

Required Documents: **Real Estate Tax Return & Affidavit of Gain & Value**
http://revenue.delaware.gov/services/current_bt/5402.pdf

Formatting of Documents:

Format varies slightly by county
2" bottom margin on last page
"Tax Parcel #" (number) must be listed on first page*
* New Castle and Sussex must be located in upper right hand corner
* Kent County must be located in upper left hand corner
"Prepared by" name and address must be 2 lines under tax parcel number
Return-to name and address
All pages must be sequentially numbers (even attachments)
12 point font
No correction liquid or tape on any documents

Legal Description: County tax assessment and parcel ID number are required*
* on all docs in New Castle and Sussex County
* on deeds, deeds of trust and mortgages in Kent County

Other Requirements: Addresses for all involved parties must be stated on all deeds
Notary certification requires name and title printed in dark ink under signature, date, and expiration date
All signatures must have a printed name underneath

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: up to 6 weeks

Delaware County Specifics

Kent County Requires New Property Owner Information Form
Kent Count Recorder of Deeds Website:
<http://www.co.kent.de.us/Departments/RowOffices/Recorder/> **New Property Owner Information Form**
<http://www.co.kent.de.us/Departments/RowOffices/Recorder/documents/PropertyOwnerInformationForm.pdf>
City of Dover Deed must be stamped by the city Tax Assessor before recording, send self addressed stamped envelope
City of Dover, 5 East Reed Street, Dover, DE 19901 (303) 736-7022

New Castle County Requires state transfer form and county transfer form (below)
New Castle County Recorder of Deeds Website:
<http://www.nccde.org/deeds/home/webpage1.asp> **Affidavit for Realty transfer Tax (county form)**
<http://www.co.new-castle.de.us/deeds/home/fileuploads/images/forms/new%20castle%20county%20tax%20affidavit.pdf>

Sussex County Requires state transfer form and county transfer form (below)
Sussex County Recorder of Deeds Website:
<http://www.sussexcountyde.gov/dept/rod/index.cfm?resource=home> **Affidavit for Realty transfer Tax (county form)**
<http://www.sussexcountyde.gov/dept/rod/docs/affadavit.pdf>
City of Ocean View Deed must be stamped by the Delaware National Bank before recording, send self addressed stamped envelope
Delaware National Bank, 21035 DuPont Blvd, Georgetown, DE 19947 (302) 855-2406

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