



Administrative Recording Requirements *State of Nebraska*

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

Recording Structure: 93 counties / Register of Deeds (Clerk in some counties)

Required Documents: **Real Estate Transfer Statement**
http://pat.ne.gov/general/forms/pdf/521_real_estate_transfer_statement.pdf
f Tax Exemption Forms and Guidelines <http://pat.ne.gov/exemptions/>

Formatting of Documents:

Format specified by statute, penalty fee for non-compliance
1/2" vertical margins
Some counties will reject if not in black ink
First page: 2 1/2" x 6 1/2" blank top margin for recording information
Preparer's name, address, and phone number must be included immediately under top margin
Return-to name, address, and phone number immediately under preparer s' information

Legal Description: Full legal description required for all documents
Must include lot, block, section, township, range,
etc. Book & page number are insufficient

Other Requirements: All signatures must include printed, typed or stamped name under original signature Notary certification must include expiration date, seal, and city of residence.
Some counties require self-addressed stamped envelope
Re-records require all new deed forms to be submitted
Assignments / Subordinations cannot be recorded concurrently
Subordinations require corporate acknowledgement

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: Same day - 2 months

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