



Administrative Recording Requirements

State of Connecticut

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

Recording Structure: 169 towns & cities (no county recording) / Town Clerk
Connecticut Department of Revenue Website: www.ct.gov/DRS

Required Documents: Real Estate Conveyance of Tax Return & Allocation Worksheet <http://www.ct.gov/drs/cwp/view.asp?a=1555&q=450816>

Formatting of Documents:

Format specified by statute margins
no less than 3/4" all sides
Addresses must in the top left hand of first page
Return-to name and address must be in the top left hand

Legal Description: All deeds and mortgages must also include: section, block, lot or tract

Other Requirements:

Grantee current address must be listed in all deeds
All documents must have two witnesses. Notary is considered one.
All signatures must included a printed name underneath.
Corporate title must be printed under signatures. Corporate seal is required.
Notary certification requires date, expiration date, signature, printed name, and seal or stamp if available
Verify recording location by county. Some are recorded in other counties.
Some counties require self addressed stamped envelope
Two witnesses required
Subsequent filings should include reference date, book & pages Re-records
require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 week - 3 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