



Administrative Recording Requirements

State of Vermont

Marital State: Yes

Trust State: No

Mortgage State: No

Recording Structure: 246 towns & cities / Town Clerk

Required Document: **Property Transfer Tax Return**

<http://www.state.vt.us/tax/pdf.word.excel/pvr/PT-172-fillin-rev12032008.pdf>

Disclosure Statement for all division of land transactions

<http://www.state.vt.us/tax/pdf.word.excel/forms/pvr/Act250-fillin-rev11-2008.12092008.pdf>

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format specified by statute

1/2" side margins

8 point font

Legible for photo duplication

Legal Description: Required for all deeds; include survey if referenced in documents

All signatures must be legible or must include a printed name underneath

Notary certification must include date, expiration date, printed name. Seal not required for Vermont notaries.

Some counties require self address stamped envelope

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 - 3 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