



Administrative Recording Requirements

State of New Hampshire

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

Recording Structure: 10 counties / Register of Deeds

Required Documents: **Declaration of Consideration (CD 57)**

http://www.revenue.nh.gov/forms/By_Number/documents/cd_57.pdf

Buyer's Questionnaire (PA 34)

An original PA 34 must be submitted and can be order by calling: 603-271-2687

Information on this form can be found on the following website.

<http://www.nh.gov/revenue/forms/rettforms.htm>

Formatting of Documents:

Format specified by statute
20 lb white paper with no watermarks
8 1/2 x 11 or 8 1/2 x 14 only
First page: 3" top margin / 1 " other margins / Right hand side must be blank
Return to name and address must be listed in left hand top margin
Other pages: 1" margins on all sides
10 point font or larger
Dark blue or black ink
All pages must be legible for photo duplication
One sided paper only and no continuous form paper
Do not attach pages with staples or clips
Coversheets are not accepted

Legal Description:

City or town must be included in the first sentence of the legal description
Must be included in or attached to all deeds and mortgages
Must include the names of all municipalities that the property is located in.

Other Requirements:

All signatures must include a typed name underneath
All corporate signatures require a typed name and title underneath
Grantee name and mailing address is required for all documents (assignee for assignments)
Notary certifications require date, expiration date and seal
All counties require self addressed stamped envelope or postage fees will be charged
AKAs, etc must be typed into document. Handwritten is not accepted
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

New Hampshire County Specifics

Rockingham County Minimum \$ 40 payment required to the Rockingham Register of Deeds for moving property in and/or out of trust.

No fax copies are accepted

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