



## Administrative Recording Requirements

### State of Florida

**Marital State:** Yes

**Trust State:** No

**Mortgage State:** Yes

**Recording Structure:**  
67 counties / Clerk of Circuit Court  
Broward County = County Administrator  
Orange County = Comptroller

**Required Statement:** "This document prepared by " with name, address

**Formatting of Documents:**  
Format specified by statute  
8 1/2 x 11 or 8 1/2 x 14  
First page: 3" x 3" top right hand margin  
"This document prepared by" (name) (address) in top left 3" margin  
Return to (name) and (address) also in top left 3"

**Legal Description:** Required, include parcel number

**Other Requirements:**  
Printed name and address must be included below all signatures.  
Notary certificate must be in black ink only and include stamp or seal  
Most counties require two witnesses. Printed name must also be included  
Subsequent filings should include reference date, book & pages  
Grantee and Grantor names, addresses and marital status required  
Re-records require reason listed at top of document

**Blanket Assignments:** Generally accepted for additional fee, some exceptions apply

**Blanket Releases:** Generally accepted for additional fee, some exceptions apply

**Completion Time:** Same day - 2 weeks

### Florida County Requirements:

**Brevard County** Penalty and interest for documents not recorded within 30 days of execution

**Broward County** Transmittal Sheet Required  
<http://www.broward.org/records/cr03600.htm>

**Charlotte County** Subordinations or Assignments cannot be recorded concurrently

**Duval County** Transmittal Sheet Required  
<http://www.duvalclerk.com/ccWebsite/resources/adobe/recordingTransmittalSheet.pdf>  
Transmittal Sheet Information  
<http://www.duvalclerk.com/ccWebsite/Default.aspx?id=departmentRecording>

**Nassau County** Cover Sheet Required

<http://www.nassauclerk.com/files/RECORDING%20TRANSMITTAL%20COVER%20SHEET.pdf>

**Orange County** Checks must be payable to Comptroller  
Will not Re-record certified copies

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