



**Administrative Recording Requirements State of Utah**

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

**Recording Structure:** 29 counties / Recorder

**Formatting of Documents:**

Format specified by statute, penalty fee for non-compliance (per page)  
White, one-sided paper (no continuous form paper) 8 1/2 x 11  
2 1/2" top margin; right hand 4 1/2" blank for recording information  
"Prepared by" name and address in the left hand top 4 1/2" area  
Return-to name and address in the left hand top 4 1/2" area  
Other margins 1"  
Typed or computer generated  
Seven lines per vertical inch  
Black ink  
Clear title with nature of document under top margin  
Legible for photo duplication  
One sided pages only  
Tax Serial Number must be included and formatted correctly (IE: hyphenated correctly)

**Legal Description:** Parcel number must be included on all instruments

**Other Requirements:** All signatures must have a typed, stamped, or printed name underneath  
Mailing addresses for all involved parties is required for all deeds, deeds of trust and mortgages  
Grantee and Grantor names and addresses must be listed on the first page  
Notary certificate must include date, expiration date, county, printed name, and seal or stamp Re-records require reason listed at top of document. Borrower's must resign. Signatures must be reacknowledged.  
Assignments and Subordinations can be concurrently recorded, must state "recorded concurrently herewith"

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 - 2 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