



## Administrative Recording Requirements

### State of Massachusetts

#### Marital State: Yes Trust State:

No

Mortgage State: No

Recording Structure: 14 counties / Register of Deeds  
Secretary of State in Franklin & Middlesex counties

#### Massachusetts Register of Deeds Listing of all District Offices (including websites and contact information):

<http://www.sec.state.ma.us/rod/rodlst/lstidx.htm#Ba>

#### Required Cover Sheets:

**Berkshire County** Berkshire Middle District Document Cover Sheet

[http://www.sec.state.ma.us/rod/rodbrksth/doc\\_cover.pdf](http://www.sec.state.ma.us/rod/rodbrksth/doc_cover.pdf)

**Franklin County** Franklin County Document Cover Sheet

[http://www.sec.state.ma.us/rod/rodfranklin/document\\_cover\\_sheet.pdf](http://www.sec.state.ma.us/rod/rodfranklin/document_cover_sheet.pdf)

**Nantucket County** Land Bank Commission Form A

<http://www.nantucketlandbank.org/Documents/forma.pdf>

#### Required Information: One of the following must be included

*If mortgage broker* Include: name, post office address, license number; and, if applicable, mortgage loan originator

*If no mortgage broker* "No mortgage broker and no loan originator was involved in this transaction"

Deeds require **Consideration Statement** that must include on the following: a) Amount of \$ 1.00, b) Amount of more than \$ 100.00, or c) "For Love and Affection".

#### Formatting of Documents:

Format specified by statute

Paper must be "sufficient weight to reproduce in registry scanners" 8 1/2 x 14 or 8 1/2 x 11

First page: 3" top margin; right hand 3" blank

Return-to address in left hand 3 1/2"

Some counties require 2" side and bottom margins

10 point font size, minimum

#### Legal Description:

Property address must be listed on the first page

Derivation clause must include book and page (not instrument number)

Address of property and address of residence required to be listed separately If Registered Land, Title number must be included

#### Other Requirements:

All signatures must be legible.

Printed name must be included under all signatures

Corporate officers must include corporate title under signature, including notary signature

Grantee post office address required

Notary with expiration date required. Seal is required for out-of-state notaries.

Some counties require self-addressed stamped envelope

Must be recorded in the correct registry based upon property address

Assignments require assignee name and address

Titles changes in/out of trust must be signed as trustee and as individual. Book & Page of Trust must be included

Do not include social security or driver's license numbers on documents

Affidavit of Name Change is used to change name only on title of Deeds

Trust Affidavits must be filed as separate recorded documents

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

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

**Completion Time:** 2 weeks - 2 months

**Massachusetts County Specifics**

**Barnstable County** Must submit both original and a copy of documents

**Dukes County** Deeds require Land Bank Forms LB1 and LB2

<http://www.mass.gov/courts/courtsandjudges/courts/landcourt/policies-procedures.html>

**Essex South County** If Registered Land, must submit both original and a copy of documents

**Hampden County** Documents involving Registered Land require a cover letter requesting a time stamped copy

**Middlesex County** Subordinations can be recorded concurrently, and require document number (not book & page) Middlesex County Document Recording Checklist (not required as an attachment)

<http://www.sec.state.ma.us/rod/rodmidsth/msreqrec.htm>

**Suffolk County** Documents involving Registered Land require a cover letter requesting a time stamped copy

**Worcester County** Documents involving Registered Land require a cover letter requesting a time stamped copy

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