



Administrative Recording Requirements

State of West Virginia

Marital State: No

Trust State: Yes

Mortgage State: No

Recording Structure: 55 counties / Clerk

Required Documents: **Sales Listing Form**

<http://www.state.wv.us/taxrev/taxdoc/An9711.pdf> **Formatting**

of Documents:

Format specified by statute

8 1/2 x 14 maximum size

Legal Description: Include book & pages and document dates

Must include district name or number

Other Requirements:

Preparer must print, type, stamp or sign legibly

Return to name and address must be included

Trustee must be resident of West Virginia

Deeds require a Declaration of Consideration/Value statement

Blanket Assignments: Generally accepted for fee

Blanket Releases: Generally accepted for fee

Completion Time: 2 days - 1 month

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