Basic Information

Local Organization: 29 counties; one recording office per county
Head Official Title: Recorder
Types of Real Estate Liens: Mortgage → Release/Discharge; Deed of Trust → Reconveyance

Format of Documents

Effective January 1, 2008, format is specified by statute, as marked with an asterisk (*), but the statute merely permits a county to adopt and enforce the requirements; the statute itself does not require the formatting. The rules are the suggestions of the editors for assuring that your documents are legibly reproducible by any micrographic or imaging equipment.

Paper:
- Quality: White*, 20 lb.
- First Page:
  - Size: 8½” by 11”* or 8½”
  - Margins: 2½” top margin; right hand 4½” blank (reserved for recorder stamp and tax stamps*); name, address and telephone number of preparer and return-to address in left hand 4½”; 1” other margins*.
- Other Pages: Clearly mark and cross reference all exhibits
  - Size: 8½” by 11”*
  - Margins: 1” all margins*

Print: Typed or computer generated; one side only*
- Minimum Size: Seven lines per vertical inch*
- Color: Black ink*

Title/Caption: Must include a caption briefly stating the nature of the instrument*

Legibility Standard: Sufficiently legible for photoreproduction.*

Other: May not be on sheets of paper that are continuously bound together at the side, top, or bottom.

Content of Documents

Legal Description of Property: A legal description must be included in all instruments. Also include book & page and original document date on all subsequent documents referencing previously recorded documents and the original recording. Effective May 1, 2000, recording offices have the authority to require parcel identification numbers on all instruments.

Signatures: All party and witness names must be typed, printed or stamped beneath original signatures. Corporate seal not required.

Addresses: Include address of grantee (deed), trustee (deed of trust) or mortgagee.

Notarization/Acknowledgment: Notarial certificate including county, signature with name printed or typed beneath, date of acknowledgment, date of expiration, and seal or stamp.

Witnesses: None required.

Preparer/Return-to: All documents should include prepared by name and address, and a return-to address.

Reference Number: Generally, book & page plus entry number. Some recording offices request all previously recorded document references be included on subsequent related documents.

Wrongful Lien: Failure to release a lien filed on the wrong person within 20 days of written request creates a liability to the person of $1,000 or more. See issue 97-3 of The Real Estate Record for more information.

Most Common Reasons for Rejection

1. Legal description missing/inadequate
2. Fee incorrect
3. Notary seal missing
4. Names and signatures do not agree
5. Document or legal description illegible
6. Grantee address missing
Fee Structure

Per Document Fee: Effective May 14, 2019 - $40.00
Additional Pages Fee: $0.00 per page. (Set recording fee per document regardless of page length)
Special Fees: Add $2.00 for each legal description or subdivision unit after ten. For example, the description “Lots 1-10 of block 9” contains 10 legal descriptions for the purposes of computing this fee.
eRecording Fees: Ernst provides eRecording specific recording fees where applicable. The eRecording fee may or may not be the same as a paper recording fee depending on jurisdiction.
Taxes: None

Recording Practices

Blanket Assignments: Many recording offices will accept blanket assignments.
Blanket Releases: Many recording offices will accept blanket releases.
Self Addressed Stamped Envelope: Many recording offices request, but none require, as noted on detail pages.
Turnaround Time: From one to two weeks in most counties.
UCC Filing—Equipment Collateral

Forms Designations: UCC-1, UCC-3 (amendment, continuation, termination); UCC-11 (search request).

Central Filing Office Mailing Address:
Division of Corporations and Commercial Code
State of Utah
P.O. Box 146705
Salt Lake City, UT 84114

Telephone: 877-526-3994 (MST)

Basic Filing Fee (standard form UCC-1, no attachments, one debtor, one secured party): $40.00 per document

Notes:
(1) Real estate financing instruments that include fixture collateral are sufficient as to that collateral only as a fixture if the requirements of Article 9 of the UCC are met. If the fixture collateral could also be construed as equipment, an equipment filing under the UCC may be required to perfect an interest in that collateral.

(2) Certain types of equipment collateral may require local filing.

(3) See The Uniform Commercial Code Filing Guide for complete information on UCC filing practices.
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