

General Recording Requirements

The Recorder is required to record all documents submitted by the public which are qualified to be recorded. An instrument which fails to meet any of the following conditions, as defined by Utah State Code, may be rejected for recordation at the time of presentation.

Legibility:

Documents must be clearly readable. (Utah Code 57-3-106)

Names of Signers Printed:

Names must be printed or typed of all signers whose names are required to be indexed. (Utah Code 17-21-25)

Notary Acknowledgment:

Documents affecting real property must be acknowledged. (Utah Code 57-3-101)

Nature of Document:

Documents shall contain a brief caption stating the nature of the document (Utah Code 57-3-11)

Return Address:

Documents affecting title to real property must contain the mailing address of the grantees. (Utah Code 57-3-105)(2)

Legal Description:

Documents affecting real property must have a legal description of the property affected. (Utah Code 57-3-105)(1) The parcel number/tax i.d. should be included.

Original Document:

Documents must be originals with original signatures and notaries to be eligible for recording. (Utah Code 57-3-106)