

DOCUMENT STANDARDS CHECKLIST

7-4-2636. (Effective October 1, 2011) Standards for recorded documents. (1) Unless accompanied by the appropriate fee required in 7-4-2637, a document submitted for recording must:

1. _____(a) be legibly printed or typed in **blue or black ink**
2. _____ must be printed on **white paper**
3. _____ must be either **8 1/2 x 11 inches or 8 1/2 x 14 inches in size**;
4. _____(b) provide the **names of the parties** to the conveyance on the first or second page of any document with more than one page;
5. _____(c) provide a **description** of the property if the document conveys an interest in real property;
6. _____(d) have all signatures, initials, dates, or handwriting, in blue or black ink;
7. _____(e) except as provided in subsection (1)(f) and except for page numbers, initials, or other designations, have **margins** that are clear of all markings in the following dimensions: (i) at least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages; and (ii) at least 1 inch on the bottom of each page; (iii) at least 1/2 inch on the sides of each page; and
8. _____(f) include the name and mailing address of the person to whom the document is to be returned in the upper left-hand corner of the first page between the 1/2-margins of each document submitted and may include legibly printed or typed transactional information.

* (2) (a) Except as provided in subsection (2)(b), only documents submitted for recording and filing that conform to the provisions of this section are considered standard documents for the purposes of 7-4-2637.

(b) Documents that are acknowledged as having been executed prior to **April 28, 2007**, must be accepted for recording and considered standard documents, regardless of whether they conform to the provisions of this section.

* (3) (a) An acknowledgment by a notary is exempt from the color and margin requirements of this section. Page numbers, the name and mailing address of the person to whom the document is to be returned, and other administrative information or designations may appear in the margins.

(b) An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section.