

## **Salt Lake County Recorder – Recording Requirements**

\*All services not listed in state statute shall be compensated at a reasonable fee determined & set by the Salt Lake County Council

### **Formatting and Content Requirements:**

- Be on white paper that is 8-1/2 inches by 11 inches in size;
- Have a space of 2-1/2 inches down and 4-1/2 inches across the upper right corner of the first page and a margin of one inch at the top of each succeeding page;
- Have a margin of one inch on the left and right sides and at the bottom of each page after the first page;
- Sheets of paper must not be continuously bound together at the side, top, or bottom;
- Not contain printed material on more than one side of each page;
- Text printed in black ink and not have text smaller than seven lines of text per vertical inch;
- Document must be sufficiently legible to make certified copies;
- Legal description in Salt Lake County;
- Correct recording fee;
- Grantor name on title, grantor name on document, notary acknowledgement, and signature matching;
- Grantee address.

Recorder in Utah state code: <https://le.utah.gov/xcode/code.html>

### **For a document to be recorded in the Recorder's Office, it must meet the following requirements:**

1. An original document or electronic document satisfying requirements under UCA 17-21a, Uniform Real Property Electronic Recording Act ([UCA §57-3-106](#)).
2. Contains a brief caption stating the nature of the document ([UCA §57-3-106](#)).
3. Contains a legal description ([UCA §57-3-105](#)).
4. Contains the names and mailing addresses of the grantee ([UCA §57-3-105](#)).
5. Text & contents are legible to make certified copies ([UCA §57-3-106](#)).
6. Contains notary acknowledgement containing the words “subscribed and sworn” or the equivalent and is signed and certified by the officer taking the acknowledgement, proof, or jurat ([UCA §57-3-101](#)).
7. Names of all persons whose signatures appear on the instrument must be typed or printed on the instrument ([UCA §17-21-25](#)).
8. When title to real property is granted to a person as trustee, the following terms of the trust must be included: the name and address of the trustee; and the name and date of the trust ([UCA §75-7-816](#)).
9. A court judgment or an abstract of a court judgment must be an original or certified copy and include the information identifying the judgment debtor as referred to in Subsection 78-22-1.5(4) ([UCA §57-3-106](#)).

10. Judgments, abstracts of judgments, and separate information statements of the judgment creditor do not require an acknowledgment or a legal description to be recorded ([UCA §57-3-106](#)).
11. A foreign judgment or an abstract of a foreign judgment recorded in the office of a county recorder must include the affidavit as required in Section 78-22a-3 ([UCA §57-3-106](#)).
12. To release or assign a judgment lien must include the name of any judgment creditor, debtor, assignor, or assignee; the date of recording; and the entry number creating the judgment lien ([UCA §57-3-106](#)).
13. The tax serial number of each parcel affected by the instrument should appear on each instrument, though it is not considered part of the legal description ([UCA §17-21-20](#)).
14. Document shall be an original or certified copy of the document unless otherwise provided by law ([UCA §17-21-20](#)).
15. Document shall be in English or be accompanied by an accurate English translation of the document ([UCA §17-21-20](#)).
16. Document shall contain a brief title, heading, or caption on the first page describing the document ([UCA §17-21-20](#)).
17. Document shall contain the legal description of the property that is the subject of the document ([UCA §17-21-20](#)).
18. Document shall be notarized with the notary stamp with the seal legible; and shall have original signatures ([UCA §17-21-20](#)).
19. Each paper, notice or instrument submitted for recording in the county recorder's office shall be on white paper that is 8-1/2 inches by 11 inches in size ([UCA §17-21-20](#)).
20. Have a margin of one inch on the left and right sides and at the bottom of each page ([UCA §17-21-20](#)).
21. Have a space of 2-1/2 inches down and 4-1/2 inches across the upper right corner of the first page and a margin of one inch at the top of each succeeding page to provide room to affix recording data ([UCA §17-21-20](#)).
22. Shall not be on sheets of paper that are continuously bound together at the side, top or bottom ([UCA §17-21-20](#)).
23. Document shall not contain printed material on more than one side of each page ([UCA §17-21-20](#)).
24. Printed in black ink and not have text smaller than seven lines of text per vertical inch ([UCA §17-21-20](#)).
25. Be sufficiently legible to make certified copies ([UCA §17-21-20](#)).
26. Re-Recording Requirements ([UCA §57-3-106](#)).

### **Common Document Errors:**

- Missing legal description in Salt Lake County
- Incorrect fee
- Grantor name on title, grantor name on document, notary acknowledgement, and signature do not match.
- Missing grantee address
- Illegible text
- Inadequate margins/space for recorder stamps

## **Salt Lake County Recorder - Recording Fees**

### **Document Recording Fees:**

- Flat fee per recording: \$40.00
- Additional legal descriptions over 10: \$2.00 each
- Subdivision or Condominium Map: \$50 per sheet + \$2 per lot/unit

### **Document Copies: (printed or electronic file)**

- Recorded document copy: \$2 per page
- Vault documents: \$5 per page
- Ownership & description printout: \$1 per page
- Lined parcel plat, subdivision plat, or GIS plat: \$5 per page
- Certified copy: \$5 + \$2 per page

### **Mailing Labels:**

- Property owner mailing list (label sheet): \$3 per page
- Property owner mailing list (plain paper): \$1 per page

### **Data Services:**

- \$5 24-Hour Access (Up to 500 Data Units)
- Package 1 - \$300 - 10,000 Data Units
- Package 2 - \$750 - 25,000 Data Units
- Package 3 - \$1,500 - 50,000 Data Units
- Package 4 - \$3,000 - 100,000 Data Units
- Package 5 - \$6,000 - 200,000 Data Units