

RECORDING CHECKLIST

- All documents must be legible and signed with an original signature or be a legible, certified true-attested copy. If required, they must be notarized, and the signer and notary's name must be printed under the signature. The expiration date for the notary must be noted and must be legible.
- An excise tax applies to all deeds with a consideration greater than \$100. The tax is 2.28 for each \$500 or fraction of consideration.
- Grantee's address must appear on all deeds, mortgages, and assignment of mortgages.
- Property address must be put in the left margin for all deeds, mortgages, and mortgage discharges unless the address appears on the first page of the document.
- The document must specify if it is Registered Land and is to be recorded in Land Court.
- The re-recording of an original document to correct an error or omission is prohibited.
- Documents containing social security numbers must be redacted prior to recording.
- If the document refers to an attached exhibit, the exhibit must be attached.
- Printing shall be on one side only; double-sided pages will not be accepted.
- Margins on all sides of all document pages must be of sufficient size to be legibly reproduced on standard Registry scanner.
- The first page of all documents must contain sufficient space to allow a barcode label and excise tax stamp if required to be affixed to the document.

- All document pages and attachments must be on paper that is no larger than 8.5 inches x14 inches.
- Addresses and telephone numbers must be noted on all checks.
- Checks for recording fees must be in the exact amount and should be payable to the Commonwealth of Massachusetts, deeds excise must be on a separate check.
- A self-addressed, stamped envelope must be included with documents submitted by mail or recorded at the recorded land counter.

ADDITIONAL REQUIREMENTS FOR REGISTERED LAND DOCUMENTS

- All documents must have the property address stated on the first page (In the left margin from deeds and mortgages).
- All documents must reference the certificate number of the deed associated with the property.
- The address of the Grantee (or assignee) must be stated in the document.
- If a document is required to be filed in both recorded and registered land, it should be filed in Registered Land first. Separate checks are required for two way documents.
- The seller or borrower must sign the document the "exact" same way they took titles. AKA and NKA is not accepted. FKA is only allowed with a marriage, a divorce, or a legal name change (attached).
- Affidavit of no divorce and a death certificate is required from the surviving spouse.
- A proper legal description for Registered Land should include Lot #, Plan #, and the Certificate of Title where the plan is filed.
- The first page of all documents should contain a "recording information area" in the upper right hand corner measuring 3"x 3" from the edge of the document.