

## **RECORDING REQUIREMENTS**

### **DOCUMENT FORMAT AND RECORDING REQUIREMENTS**

All documents presented for recording must be legible and reproducible and shall have typed or legibly printed on them the names of all signatories including the names of acknowledging officers beneath the original signatures. Documents must be signed, dated, and notarized. For all documents pertaining to real estate, a complete legal description is required. (The abbreviated legal description found on tax statements should not be used.)

A minimum of 3" of space is required at the top of all documents. Immediately below this space must be typed the name, address, and phone number of the individual who prepared the document.

Each document of conveyance (excluding mortgages and assignments and releases of mortgages) is required to have the following statement immediately below the preparer's information: "Address Tax Statement To: (Name and address of the taxpayer)."

See "DOCUMENT FORMATTING STANDARDS" for additional requirements.

Transfer tax will be affixed to all deeds conveying real estate with a consideration of over \$500. Transfer tax is based on \$.80 per each \$500 of value, with the first \$500 being exempt. If a document is exempt from transfer tax, the exemption pursuant to Chapter 428A.2, Code of Iowa, must be stated on the face of the document.

All conveyances of real estate recorded after January 1, 1979, must be accompanied by a Declaration of Value form, unless exempt pursuant to Chapter 428A. In addition, effective July 1, 1987, all conveyances, including leases and subdivision plats, must also be accompanied by a Groundwater Hazard Statement.