

RECORDER REQUIREMENTS

ALL DOCUMENTS TO BE RECORDED MUST MEET THE RECORDING REQUIREMENTS AS SET FORTH IN THE UTAH CODE.

- Original documents with original signatures - [Utah Code 57-3-106.1\(a\)\(1\)](#)
- Acknowledgement and Notary Signatures/Seal - [Utah Code 57-3-101](#)
- Documents must be legible for scanning, copying, microfilm and certified copies - [Utah Code 57-3-106.2](#)
- Documents must have heading/title at top of page - [Utah Code 57-3-106.1](#)
- Document must have complete legal description of property - [Utah Code 57-3-105.1](#)
- Must include tax parcel number of property - [Utah Code 17-71-402\(5\)\(a\)](#)
- Tax mailing address must be included on document - [Utah Code 57-3-105.2](#)

DUTIES OF THE RECORDERS OFFICE

- Be custodian for all recorded documents - [Utah Code 17-71-301\(1\)](#)
- Not alter any record - [Utah Code 17-71-307\(ii\)](#)
- Keep an index of all recorded documents - [Utah Code 17-71-302 & 17-71-501, 502 & 503](#)
- Report all property changes to the County Assessor's Office - [Utah Code 17-71-304](#)
- Expect payment in advance - [Utah Code 17-21-18](#)
- Follow fees established by Utah Legislature - [Utah Code 17-71-407](#)

All payments must be made when documents are presented for recording. If for any reason an error is detected after recording, fees will *not* be waived for re-recording.