



Administrative Recording Requirements

State of Iowa

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 99 counties / Recorder

Required Documents: **Real Estate Transfer Declaration of Value**
<http://forms.gmdsolutions.com/recorder/retransferdeclarationofvalue.pdf>
Real Estate Transfer Groundwater Hazard Statement
http://www.iowadnr.gov/other/files/gwh_form.pdf
These forms must be originals and require social security number(s)

Required Statement: "Address Tax Statement" followed by name and physical mailing address (PO Boxes are not acceptable)
"This document prepared by " with name, address, phone number

Formatting of Documents:

Format specified by statute
20 lb, white paper
8 1/2 x 11 or 8 1/2 x 14
Black or blue ink
10 point font size and no more than 20 characters per inch
First page: 3" top margin , other margins minimum of 3/4"
Below the 3" margin on first page, the following information is required:
1) "This document prepared by " with name, address, phone number
2) "Address Tax Statement" followed by name and physical mailing address
3) Return-to address
4) Title of document
5) All grantors' names
6) All grantees' names
7) Legal Description including parcel number
*If any of this information does not fit on the first page, you will need to include a reference listing the page number that the information can be found.
Must be legible for duplication

Legal Description: Required for all deeds & mortgages, include book & page, and instrument/document number

Other Requirements: All signatures must include a printed name below the signature
Notary certification must include county, state, and expiration date
Self addresses stamped envelope
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: Same day - 2 weeks

Iowa County Specifics

Black Hawk County Will not record documents concurrently

Polk County All deed forms must be originals with a carbon copy.
Coversheet is required, link below
<http://www.polkrecorder.com/coversheet.pdf>