



Administrative Recording Requirements
State of South Dakota

Marital State: Yes - Homestead Property only
Trust State: No
Mortgage State: No

Recording Structure: 66 counties / Register of Deeds

Required Document: Certificate of Real Estate Value
<http://www.state.sd.us/drr2/forms/propertytaxforms.htm>

Formatting of Documents:

Format specified by statute. Penalty fee for non-compliance
20 lb white paper
8 1/2 x 11 or 8 1/2 x 14
First page 3" top margin with 5" blank on the right hand side for recording information / 1" other margins
"Prepared by" name, address, and phone number in left hand top 3 1/2"
Return-to name and address in left hand top 3 1/2"
Other pages: 1" all margins
Title with nature of document immediately under 3" top margin
Typed or computer generated
10 point font size minimum
Black ink, signatures may be black or dark blue
Legible for photo duplication
Fax copies only accepted if no fax number information is listed in the margins

Legal Description: Required on all documents

Other Requirements: All signatures require printed, typed or stamped name underneath
Corporate seal or "No seal" required
Notary certification must include county, date, expiration date, seal or stamp, signature and printed name

Mailing addresses for all involved parties (buyer/grantor/grantee, etc) required on all documents
Some counties require self addresses stamped envelope
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks