

STANDARDS FOR RECORDING

Kent County, DE - Recorder of Deeds

All property transfers which require recording must be accompanied by the New Property Owner Information Form, Transfer Tax Affidavits and First Time Home Buyer Forms (if applicable). ([Download the forms](#))

See Document Templet: ([Document Templet](#))

This document conforms with Delaware Law and (PRIA) Property Records Industry Association.

Paper size: 8 ½ x 11 inches for all documents.

Margins: Top of first page – 1.5” minimum to 3” maximum; all other margins, at least 1”.
Succeeding pages – at least 1” all the way around.

Font Type/Size: Font type must be 10-point Times New Roman, or equivalent/larger. This is to ensure legible copies can be produced from bound volumes, micrographic, and/or electronic storage media.

Line Spacing: Required 9 lines per inch maximum.

Tax Parcel / Map Numbers: Tax parcel / Map numbers (full 25-character code) must be shown on the upper third of the first page at the left margin of all documents directly involving specific real property (deeds, mortgages, easements, etc.) presented for recording. Tax parcel/map numbers have been assigned to all taxable parcels of land and may be obtained from the Assessment Office at (302) 744-2401.

Prepared by: The “Prepared By” statement preceded by the words: “Prepared By” must also be shown on the upper third of the first page at the left margin below the tax parcel number.

Return to: The “Return to” statement preceded by the words: “Return to” must also be shown on the upper third of the first page at the left margin below the Prepared by statement.

NOTE: If the Prepared by and Return to statements are the same, “Prepared by & Return to” is acceptable.

Notary Public and Attorney signatures: Names, titles, and notary expiration dates must be typed, stamped, or legibly printed in dark ink (black ink is recommended) near the signatures. “Notarial Officer” is not a title. “Notary Public” or other title with notary authority must be shown. The above is required even if an embossed seal is used.

See: ([Kent County Policy for Accepting Notarized Materials](#))