



## Recorder of Deeds STANDARDS FOR RECORDING

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

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

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

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.

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.

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, micro-graphic, and/or electronic storage media.

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

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

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 and will not be accepted. "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](#))