

Fees of Salt Lake County Recorder

2001 South State Street #N1600

Salt Lake City, Utah 84190-1150

(801) 468-3391

RECORDING – Any instrument, paper, or notice otherwise provided for: Per Page

First.....\$10.00

Each additional page.....\$2.00

Additional Fees for non-conforming documents (per page)

- (a) If no space is allocated for recorders stamp on the front page, an additional **\$2.00 per page** will be charged
- (b) A document page is considered to be 8.5 x 11 - pages larger , an additional **\$2.00 per page** will be charged
Document font less than 7 lines per inch, an additional **\$2.00 per page** will be charged
- (c) Documents reduced to meet page size (8.5 x 11), an additional **\$2.00 per page** will be charged

Each additional description.....\$1.00

(a) Each document fee includes one (1) legal description.

(b) Each additional description(s)

- i each lot exceeding one
- ii each parcel exceeding one
- iii each described right-of-way or easement
- iv vacated alley described together with and/or excepting, ,etc.

Each additional name over two (1st or 2nd party).....\$1.00

(a) Each document fee includes two (2) names for first party and two (2) names for second party.

i each additional name(s).....\$1.00

**Documents not meeting Standardization Requirements
will be charged and additional \$2.00 per page. See attached page for standardization
requirements Utah code 17-21-20 (2)**

RECORDING – Subdivision, any other plat or map:

Each sheet.....\$30.00

Each lot or unit designation.....\$1.00

Fees for COPIES: (Documents, Plats, Labels)

*Copies of recorded documents per page.....\$2.00

*Certification per document (i.e., 2 pages certified document \$9.00 (2 pages = \$4.00 + cert @ \$5 = \$9.00).....\$5.00

*Copies of record per page.....\$2.00

*Computer print out ownership/descriptions per page.....\$1.00

*Copy of full size lined plat, subdivision plat or G.I.S. plat\$5.00

*Copy of 8.5 x 11 lined plat, subdivision plat or G.I.S. plat\$2.00

*Mailing labels (per sheet).....\$3.00

**ALL SERVICES NOT ENUMERATED SHALL BE COMPENSATED AT A REASONABLE FEE, DETERMINED AND SET BY
SALT LAKE COUNTY COUNCIL**

Checklist to Assist Individuals Recording a document - Each document must:

1. Be document with original signature(s) and notary or a certified copy from a public office of record.
2. Contain a legible legal description and parcel/tax ID# of property located in SL County.
3. Contain original signature(s) of signers(s) and notary or a certified copy from a public office.
4. Have an original notary public acknowledgement including signature and seal.
5. If document is a deed, the grantee’s address is required to be on the document.
6. If document is deeding to a trust, trustee(s) name(s) and address is required.

DATA SERVICES:

Initial Start Up Fee (includes \$100.00 licensing/set-up fee + \$25.00 first/last monthly fee).....\$150.00

ELECTRONIC TRANSFER OF FUNDS IS AVAILABLE. Please phone (801) 468-3391 for information.

**Return Address
and
Grantee Address**

4 1/4"



57-3-10 Utah Code Annotated

3"

A document affecting title to real property presented for the recording after July 1, 1981, is entitled to be recorded in the office of any county recorder only if the document contains the names and mailing addresses of the grantees in addition to the legal description required under Subsection (1).



Space above for County Recorder=s use

[PARCEL I.D.#.....]

(DOCUMENT TITLE/CAPTION)

57-3-1 Utah Code Annotated

Unless otherwise provided, documents presented for recording in the office of the county recorder shall be originals and shall contain a brief caption stating the nature of the document. Documents presented for recording shall also be sufficiently legible for the recorder to make certified copies.

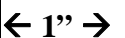
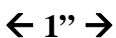
57-3-105 Utah Code Annotated

Recording required - Recorder may require tax serial number. 17-21-20 (2) (A) - To facilitate the abstracting of an instrument a county recorder may require that the applicable tax serial number of each parcel effected by the instrument appear on each instrument before it may be recorded. It is requested by this office that the legal description be placed on the first page whenever possible.

17-21-20 (3) Utah Code Annotated

- (3) (a) Beginning September 1, 2007, a county recorder may require that each paper, notice, and instrument submitted for recording in the county recorder's office:
 - (i) be on white paper that is 8- 1/2 inches by 11 inches in size;
 - (ii) have a margin of one inch on the left and right sides and at bottom of each page;
 - (iii) have a space of 2- 1/2 inches down and 4- 1/2 inches across the upper right corner of the first page and a margin of one inch at the top of each succeeding page;
 - (iv) not be on sheets of paper that are continuously bound together at side, top, or bottom;
 - (v) not contain printed material on more than one side of each page;
 - (vi) be printed in black ink and not have text smaller than seven lines of text per vertical inch; and
 - (vii) be sufficiently legible to make certified copies.
- (b) A county recorder who intends to establish requirements under Subsection(3)(a) shall first:
 - (i) provide formal notice of the requirements; and
 - (ii) establish and publish an effective date for the requirements that is at least three months after the formal notice under Subsection(3)(b)(i).
- (c) If a county recorder establishes requirements under this Subsection (3), the county recorder may charge and collect from persons who submit a document for recording that does not comply with the requirements, in addition to any other fee that the county recorder is authorized to charge and collect, a fee that:
 - (i) is calculates to recover the additional cost of handling and recording non-complying documents; and
 - (ii) may not exceed \$2.00 per page.

**1" MARGINS ON EACH FOLLOWING PAGE
TOP - BOTTOM – SIDES**



Note: Dotted and dashed lines on this form are for **demonstration** purposes **only**--They are **NOT** required on actual documents.

1"

NO INITIALS IN CORNER **PLEASE**

