

Hampden County Registry of Deeds

Document Recording Checklist

Names	"Pc o gu"ctg"v{ r g f"kp"hwnn."kpenw f k p i" o k f f n g"kp k v k c n u "Pc o gu" o c v e j"u k i p c v w t g u "Pc o gu"q h" i t c p v g g u"q p"v j g" f g g f" o c v e j"v j g" i t c p v q t"p c o g u"q p" f q e w o g p v u" that follow (ie: mortgage, declaration of homestead)
Signatures	"Fqew o g p v"ku"u k i p g f" d { "v j g" e q t t g e v" r c t v k g u "Pc o gu"ctg" r t k p v g f" q t" v { r g f" n g i k d n { "w p f g t"v j g"u k i p c v w t g u "P q v c t { ø u"u k i p c v w t g" k p e n w f g u"v j g k t"seal, typed name, and commission expiration date
Grantee Address	"F g g f u." o q t v i c i g u."c p f" c u u k i p o g p v u"u v c v g"v j g" i t c p v g g ø u" h w n n" c f f t g u u
Property Address	"R t q r g t v { "u v t g g v" c f f t g u u" k p e n w f k p i" e k v { l v q y p" k u" n k u v g f" k p"v j g" o c t i k p" q t" y k v j k p"v j g" f q e w o g p v" c p f" e n g c t n { "n c d g n g f." ö r t q r g t v { "c f f t g u u ö "R t q r g t v { "k u" n q e c v g f" k p" J c o r f g p" E q w p v {
References	Document contains appropriate references (book & page for recorded land, Certificate of Title for registered land) "F g g f" e q p v c k p u" c" d g k p i" e n c w u g" n k u v k p i" v j g" v k v n g" t g h g t g p e g
Descriptions	"V j g" n g i c n" f g u e t k r v k p p" e q t t g u r q p f u" y k v j" v j g" e q t t g e v" r t q r g t v { "c f f t g s s
Legibility	"Fqew o g p v"ku"v{ r g f"kp" c" o k p k o w o"u k g"32 r v" h q p v "C n n" r c i g u" c t g" n g i k d n g" g p q w i j" v q" r t q f w e g" c" e n g c t" k o c i g" q p" q w t" u e c p p g t u
Exhibits	"C n n" g z j k d k v u" o g p v k q p g f" k p"v j g" f q e w o g p v" c t g" c v c e j g f "G z j k d k v u" f q" p q v" e q p v c k p" e q r k g u" q h" t g e q t f g f" f q e w o g p v u
Registered Land	"Fqew o g p v u" r g t v c k p k i" v q" t g i k u v g t g f" n c p f" *t g h g t g p e k p i" c" E g t v k h k e c v g" q h" Title number) are recorded in the Land Court department "Documents submitted for recording in both registered and recorded land are submitted with two sets of recording fees
Format	"H k t u v" r c i g" e q p v c k p u" c" d n c p m" u r c e g" q h" 5" u s w c t g" k p e j g u" h q t" t g e q t f k p i" information "C n n" r c i g u" c t g" r t k p v g f" u k p i n g- s i d e d R c r g t" k u" p q" n c t i g t" v j c p" : " z" 36 ö "R c i g u" c t g" p w o d g t g f" k p" u g s w g p e g
Excise Stamps	Deeds and easements with considerations of more than \$1,000 are submitted with checks for excise of \$4.56 per \$1,000 "Fqew o g p v u" t g s w k t k p i" g z e k u g" u v c o r u" e q p v c k p" c" d n c p m" u r c e g" q h" 5" u s w c t g" inches for stamp imprint
Document Type	"V j g" f q e w o g p v" v { r g" k u" e n g c t l y i d e n t i f i e d i n t h e h e a d i n g
Envelopes	"O c k n g f" f q e w o g p v u" c t g" u w d o k v v g f" y k v j" c" u g n h- a d d r e s s e d s t a m p e d envelope
Multifunction Documents	Documents meant to discharge/amend/modify/etc. more than one document are submitted for recording in-person or by mail "C n n" c r r t q r t k c v g" t g h g t g p e g u" c t g" p q v g f "T g e q t f k p i" h g g u" c t g" u w d o k v v g f" h q t" g c e j" p q v k p i