

Hampden County Registry of Deeds

Document Recording Checklist

Names	<input type="checkbox"/> Names are typed in full, including middle initials <input type="checkbox"/> Names match signatures <input type="checkbox"/> Names of grantees on the deed match the grantor names on documents that follow (ie: mortgage, declaration of homestead)
Signatures	<input type="checkbox"/> Document is signed by the correct parties <input type="checkbox"/> Names are printed or typed legibly under the signatures <input type="checkbox"/> Notary's signature includes their seal, typed name, and commission expiration date
Grantee Address	<input type="checkbox"/> Deeds, mortgages, and assignments state the grantee's full address
Property Address	<input type="checkbox"/> Property street address including city/town is listed in the margin or within the document and clearly labeled, "property address" <input type="checkbox"/> Property is located in Hampden County
References	<input type="checkbox"/> Document contains appropriate references (book & page for recorded land, Certificate of Title for registered land) <input type="checkbox"/> Deed contains a being clause listing the title reference
Descriptions	<input type="checkbox"/> The legal description corresponds with the correct property address
Legibility	<input type="checkbox"/> Document is typed in a minimum size 10pt font <input type="checkbox"/> All pages are legible enough to produce a clear image on our scanners
Exhibits	<input type="checkbox"/> All exhibits mentioned in the document are attached <input type="checkbox"/> Exhibits do not contain copies of recorded documents
Registered Land	<input type="checkbox"/> Documents pertaining to registered land (referencing a Certificate of Title number) are recorded in the Land Court department <input type="checkbox"/> Documents submitted for recording in both registered and recorded land are submitted with two sets of recording fees
Format	<input type="checkbox"/> First page contains a blank space of 3 square inches for recording information <input type="checkbox"/> All pages are printed single-sided <input type="checkbox"/> Paper is no larger than 8 ½ x 14" <input type="checkbox"/> Pages are numbered in sequence
Excise Stamps	<input type="checkbox"/> Deeds and easements with considerations of more than \$1,000 are submitted with checks for excise of \$4.56 per \$1,000 <input type="checkbox"/> Documents requiring excise stamps contain a blank space of 3 square inches for stamp imprint
Document Type	<input type="checkbox"/> The document type is clearly identified in the heading
Envelopes	<input type="checkbox"/> Mailed documents are submitted with a self-addressed stamped envelope
Multifunction Documents	<input type="checkbox"/> Documents meant to discharge/amend/modify/etc. more than one document are submitted for recording in-person or by mail <input type="checkbox"/> All appropriate references are noted <input type="checkbox"/> Recording fees are submitted for each noting