

## Frequently Asked Questions

### GENERAL

#### How do I add/remove a name to/from my property?

All name changes must be done with a recorded document. A title company or an attorney may assist you with these documents.

#### Where can I obtain forms for recording?

Most office supply stores carry blank deed forms. The Recorder's office does not have forms of any kind and cannot make or fill out documents for you. Please be aware that you are dealing with legally binding documents. You may wish to seek legal advice.

#### What are the fees for recording?

Please see the [fee schedule](#).

#### How can I find out what liens are on a property?

You can come in and do a title search yourself, or contact a title company to perform one for you. You should be aware that there may be other liens and judgments or encumbrances affecting your property that will not be found in the Recorder's records.

#### What can I do to protect myself from a lien or what do I do if there is a lien on my property?

In 1994, the Residence Lien Restriction and Lien Recovery Fund Act established a means for the protection of homeowners. The homeowner must comply with the specific requirements of the Act. Questions about the Act may be answered by reviewing the Act found in Title 38-11 of the Utah Code and the corresponding Rules found in Title R156-38 of the Utah Administrative Code. If questions still exist, contact representatives of the Residence Lien Recovery Fund Program at (801) 530-6104 or (801) 530-7632. <http://www.dopl.utah.gov>

#### How do I do a title search?

If you have a specific document you are looking for, it can be found easily with our various indexes (see Searching the Records) however, it is advised that you consult with a Title Company if you need a thorough search of your property.

### **How can I obtain a copy of my deed?**

You can request a copy from our office in person copies are \$0.50 per page. You may also request a mailed or emailed copy at the cost of \$10 per document.

### **How do I find the dimensions for my property?**

If your property is part of a subdivision, the dimensions are found on a copy of your plat map. You can obtain a copy of your plat in our office. If your property is not part of a recorded subdivision, then you can find your dimensions by looking at your vesting deed. Your deed contains a legal description of your property. Be aware that changes may be made to your original dimensions by boundary line agreements, and or other recorded deeds such as a Quit Claim Deed, that have deeded portions of the original description to another party.

### **Why do I need to stand in line when recording a document?**

This is commonly known as the "Race to the Record." This means that documents are recorded in the order in which they are received. No instrument is given priority over the others. In other words if two conflicting documents regarding the same property are recorded, the first document recorded takes precedence. Standing in line with your instrument ensures the order in which it will be recorded.

### **What happens to my document when it is presented for recording?**

If the document meets the proper requirements and the proper fees have been paid, the document is accepted and recorded. It is first given a recording stamp. The document is then entered into the Entry book. The document is verified with the current plat and prepared for scanning/microfilming which is done the next morning. After scanning, data entry will complete all indexing and abstracting into the computer system so that the document can be located electronically in the future. Once all indexing, cross indexing and proofing are complete, documents needed by the mapping department are forwarded. Mapping is then completed as necessary, as well as a final check of the new tax id number. At the completion of the process documents are prepared for mailing back to the provider/sender. If the recording department finds an issue with the document/property while working through our indexing process we will send a courtesy letter with the returned document to inform the provider of these issues.