

## **MIDDLESEX SOUTH REGISTRY OF DEEDS MEMORANDUM**

**To:** Attorneys and Title Examiners  
**From:** Eugene C. Brune, Register of Deeds  
**Date:** January 14, 2004  
**Re:** New requirements for recording documents

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As you are aware, we will be implementing a new system on January 20, 2004 for searching titles and recording documents. Accordingly, we have to make some changes in the requirements for recording documents. Please note that plans will now be recorded separately (a separate check will be necessary) and we have completely eliminated the return codes. Return addresses should be noted on the first page of the document. You will also note that we have completely eliminated the voucher system. Separate checks will be required on “both way” recordings. A copy of the new requirements is attached. Thank you for your cooperation.

## **MIDDLESEX SOUTH REGISTRY OF DEEDS REQUIREMENT CHECKLIST FOR DOCUMENT RECORDING (Effective January 20, 2004)**

- Documents must be signed with an original signature and notarized if required. Signers and notaries name must be printed under the signature. The expiration date for the notary must be noted on the jurat.
- Note proper tenancy (if applicable) and mailing address for grantees.

- Property address must be noted in the left margin of the first page on deeds.
- Property address must be noted on the first page of all other documents.
- The total number of pages of a document must be noted in the upper left corner on the first page.
- The return address must be noted on the first page of each document  
(RETURN CODES ARE NO LONGER APPLICABLE)
- If the document refers to attached exhibits, the exhibits must be attached and included at the end of the document. If the description is by exhibit, it should be attached as the last page.
- Multi-page documents must be stapled.
- Plans will now be recorded separately in the Plan Department. Plans should be recorded before the documents and a separate check is necessary for recording the plan.
- Addresses and telephone numbers must be noted on all checks.
- Checks for recording fees must be in the exact amount. If the check amount is incorrect, the documents will not be accepted for recording. Only \$10.00 in change will be given. (It is recommended that the amount of the check be left blank until the documents are processed). Checks should be payable to “Commonwealth of Massachusetts”
- VOUCHERS WILL NO LONGER BE ISSUED UNDER ANY CIRCUMSTANCES. SEPARATE CHECKS FOR REGISTERED AND RECORDED SECTIONS ARE NOW REQUIRED ON “BOTH WAY” RECORDINGS.

**THE DOCUMENTS WILL NOT BE ACCEPTED FOR RECORDING  
UNLESS THE FOREGOING REQUIREMENTS ARE MET.  
THERE WILL BE NO EXCEPTIONS**