

EXHIBIT 12

Recording Requirements

See [UTAH STATE CODE](#) | ([Utah Code 17-21](#)) | ([Utah Code 57-3](#))

The Recorder is required to record all documents submitted by the public which are qualified to be recorded. An instrument which fails to meet any of the conditions, as defined by Utah State Code, may be rejected for recordation at the time of presentation. Posted July 28, 2015, not limiting to but establishing additional requirements as allowed by Utah State Code:

Effective 01/04/2021:

Prerequisites for documents to be recorded in the Office of the Recorder, Washington County, Utah:

With these changes we have decided to implement and establish all of the following requirements. (See 17-21-20(3)(a)(i)- (vii) & (b)(i)—(ii) in HB 247)

March 4, 2021, will be the effective date. Documents that do not meet these requirements will be rejected as a noncomplying documents. If you need to revise your formats to meet these prerequisites please do so before the effective date.

Subject to Chapter 21a, Uniform Real Property Electronic Recording Act, a county recorder may require that each paper, notice, and each instrument submitted for recording to the county recorder's office:

- Be on white paper 8½ inches by 11 inches in size;
- Have margin of 1 inch on the left and right side and at the bottom of each page
- Have a space of 2½ inches down and 4½ inches across the upper right corner of the first page and a margin of 1 inch at the top of each succeeding page;
- Not be on sheet of paper that are continuously bound together at the side, top, or bottom;
- Not contain printed material on more than one side of each page;
- Be printed in black ink and not have text smaller than seven lines of text per vertical inch; and
- Be sufficiently legible to make certified copies.
- Tax Identification (parcel number) of the property that is subject of the document.

Just as a reminder 17-21-20(2)(a)-(g) requires:

Subject to Chapter 21a, Uniform Real Property Electronic Recording Act, each document that is submitted for recording to the county recorder's office shall:

- Unless otherwise provided by law, be original or certified copy of the document;
- Be in English or be accompanied by an accurate English translation of the document;
- Contain a brief title, or heading on the first page stating the nature of the document;
- Comply with the requirements of Section 17-21-25 and Subsections 57-3-105(1)
- Except as otherwise provided by statute, contain the legal description of the property that is subject of the document (tax identification is not a legal description)
- Except otherwise provided by statute, be notarized with the notary stamp with seal legible
- Have original signatures
- 57-3-105(2) document contains a legal description of the real property. (3) names the grantees and recites a mailing address to be used for assessment and taxation.
- 17-21-25(1)(a) Shall have typed or printed the name of each person whose signature appears and whose name is required to be indexed. (b) typed or printed name shall appear just beneath the person signature.

Documents may be mailed to the Recorder's Office for recording – OR – Documents may be delivered to the physical address:

Washington County Recorder
111 East Tabernacle #101
St. George, UT 84770
([Google Maps](#))

A check for the appropriate [Recording Fees](#) must accompany the document.