

# UCC Fixture Statement and Amendment Minimum Recording Requirements

Fixture Statements and Amendments must meet all recording criteria **except Margins, Signatures & Acknowledgment**  
 No new Financing Statements (FS) can be recorded at the district level – submit FS documents to UCC Central File Office

*\*PLEASE DO NOT SEND THE INSTRUCTION PAGE(S) IN FOR RECORDING\**

<b><u>FIXTURE STATEMENT AND AMENDMENT REQUIREMENTS:</u></b>	
<b>Form/Revision Date</b>	Document must be submitted on UCC form with current revision date (found at bottom of form). AS 40.17.030; AS 45.29.516(b)(1); 11 AAC 06.051(a)(3); 11 AAC 06.051(c) <ul style="list-style-type: none"> <li>• Financing Statement; Addendum; Additional Party Forms: <b>Rev. 04/20/11</b></li> <li>• Financing Statement Amendment; Amendment Addendum Forms: <b>Rev. 04/20/11</b></li> <li>• Financing Statement Amendment Additional Party Forms: <b>Rev. 08/22/11</b></li> <li>• Information Statement; Information Request Forms: <b>Rev. 07/19/12</b></li> </ul>
<b>Legibility</b>	Document must be legible for indexing and reproduction. AS 40.21.120; AS 45.29.516(c)(1); AS 40.17.030; 11 AAC 06.051(a)(1)
<b>“Return To” Name &amp; Address</b>	Document must contain the name and complete mailing address of whom to return document to after recording, i.e. “Return To”. (If Box C – Acknowledgment is complete, this is sufficient.) AS 40.17.030; 11 AAC 06.051(b)
<b>Debtor/Secured Party Name</b>	Debtor(s) and Secured Party name(s) must be clearly designated on the document. AS 45.29.516(b)(3); AS 45.29.502; AS 45.29.512(a)(2); 11 AAC 06.051(a)(4)
<b>Debtor Designation</b>	Debtor(s) must be clearly designated as an individual or organization. AS 45.29.516(b)(5); AS 45.29.516(b)(5)(B); 11 AAC 06.051(a)(4)
<b>Recording District</b>	Document must include the Recording District in which it is to be recorded. This must be clearly stated on the document, i.e. Anchorage Recording District. ( <a href="#">See District Listings</a> ) AS 40.17.030; 11 AAC 06.040(a)(12); 11 AAC 06.051(b)
<b>Legal Description</b>	Document must contain a complete legal description. A legal description is sufficient for purposes of recording if it contains at a minimum a Section, Township, Range & Meridian designation. In the case of subdivided property, it must include the Lot, Block, Subdivision Name or Plat number. AS 45.29.502(b); AS 45.29.516(b)(3)(D); 11 AAC 06.051(b)
<b>Fixtures, Timber, Minerals</b>	Document must contain clear reference to Fixtures, Minerals (as-extracted Collateral), or Timber to be cut. AS 45.29.502(b); 11 AAC 06.051(b)
<b>Fees</b>	The appropriate fee should be submitted based on the charges identified on the current fee schedule. ( <a href="#">See Fees</a> ) AS 45.029.516(b); 11 AAC 05.101(a)(14); 11 AAC 06.051(b)
<b><u>FIXTURE STATEMENT ADDITIONAL REQUIREMENTS:</u></b>	
<b>Addresses</b>	Fixture Statements must contain a complete address for all Debtor(s) and Secured Party Name(s). AS 45.29.516(b)(3)
<b><u>AMENDMENT ADDITIONAL REQUIREMENTS:</u></b>	
<b>Reference Information</b>	Document must contain the <b>Serial Number &amp; Date</b> of the <u>original Fixture Statement</u> to which it relates. Initial Fixture Statement must be ACTIVE. AS 45.29.512(a)(1) & 512(a)(2); AS 45.29.516(b)(3)(B); AS 45.29.518(b)(1)(A) & 518(b)(1); 11 AAC 06.051(a)(6); AS 45.29.516(b)(3)(B)(ii)
<b>If Adding Debtor, Secured Party, or Assigned Party</b>	If adding Debtor(s), Secured Party Name(s) or Assigned Party Name(s), each addition must contain a complete name and address for each party. AS 45.29.516(b)(5)(A); AS 45.29.516(b)(4)(6)
<b>If Adding Debtor</b>	If adding Debtor(s), each must be clearly designated as an individual or organization. AS 45.29.516(b)(5)(B)