

RECORDING LABEL

2" Margin required at top of 1st page of every document; 1" margin sides/bottom

✓ **Document Title**

✓ **Parties for Indexing**

- Grantor
- Grantee (To Whom it May Concern?)

✓ **Complete Mailing Addresses**

- Deed documents; required for *all* parties who grant or acquire an interest

✓ **Recording District**

✓ **Book/Page or Serial Number Reference**

- Required for documents that amend, correct, extend, modify, assign or release
 - Book and Page
and/or
 - Serial Number

✓ **Legal Descriptions**

- Complete legal descriptions must be locatable, such as:
 - Lot/Block/Tract/Unit/Apt. info. with Plat #
 - Lot/Block/Tract/Unit/Apt. info. with Subdivision Name
 - Survey Number
 - Section Land: must include Section/Meridian/Township/Range
i.e. Sec 14/Township 7N/Range 3W/Fairbanks Meridian

✓ **Original Signature**

✓ **Notary**

✓ **Return To**

- Name *and* Complete Mailing Address
i.e. Jane Doe, 9999 Recorder Way, Anchorage, AK 99501