

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

<u>FIXTURE STATEMENT AND AMENDMENT REQUIREMENTS:</u>	
Form/Revision Date	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"> • Financing Statement; Addendum; Additional Party Forms: Rev. 07/01/23 • Financing Statement Amendment; Amendment Addendum Forms: Rev. 07/01/23 • Financing Statement Amendment Additional Party Forms: Rev. 08/22/11 • Information Statement; Information Request Forms: Rev. 07/19/12
Legibility	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)
“Return To” Name & Address	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)
Debtor/Secured Party Name	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)
Debtor Designation	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)
Recording District	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. (See District Listings) AS 40.17.030; 11 AAC 06.040(a)(12); 11 AAC 06.051(b)
Legal Description	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)
Fixtures, Timber, Minerals	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)
Fees	The appropriate fee should be submitted based on the charges identified on the current fee schedule. (See Fees) AS 45.029.516(b); 11 AAC 05.101(a)(14); 11 AAC 06.051(b)
<u>FIXTURE STATEMENT ADDITIONAL REQUIREMENTS:</u>	
Addresses	Fixture Statements must contain a complete address for all Debtor(s) and Secured Party Name(s). AS 45.29.516(b)(3)
<u>AMENDMENT ADDITIONAL REQUIREMENTS:</u>	
Reference Information	Document must contain the Serial Number & Date 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)
If Adding Debtor, Secured Party, or Assigned Party	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)
If Adding Debtor	If adding Debtor(s), each must be clearly designated as an individual or organization. AS 45.29.516(b)(5)(B)