



CLERK AND RECORDER

## How to Record Documents

530 E Main St, Suite 104

Aspen, Colorado 81611

970-920-5180, option #4

Typically, documents are recorded that affect title to real estate. Several examples of recorded documents are warranty deeds, special warranty deeds, quit claim deeds, deeds of trusts, liens, condominium and subdivision plats and related condominium and subdivision documents.

### Margin Requirements:

All recorded documents must have a top margin of at least 1 inch and a left, right and bottom margin of at least ½ inch.

### Return Address:

Each document must have a return mailing address. Please include this on the front of the first or last page of the document. All documents are recorded the day received and the originals are mailed back typically within 5-7 days after recording.

### Forms:

Our office does not provide forms. You may purchase them at any office supply store.

If you are unclear on how to fill out a form you are recording, you may want to consult an attorney. We cannot provide legal advice or advise you on how to fill out the forms. Sometimes, the statutes that govern these forms are printed on the back of these forms.

### Requirements for deeds transferring property: (e.g. warranty deeds, quit claim deeds, etc.)

- Grantee's legal address** - the grantee's legal mailing address must be on the face of all documents that transfer property.
- Documentary fee** - A documentary fee of \$.10 per \$1000.00 is collected on any document transferring real property which has any consideration over \$500.00.
- Real Property Transfer Declaration** - A "Real Property Transfer Declaration" is required to be filed with any document subject to a documentary fee. This form may be obtained from the Assessor's Office. Refer to 39-14-102(4) CRS.
- Real Estate Transfer Tax (RETT)** - Any transfers of real property within the City of Aspen or Town of Snowmass Village require an exemption or payment of a "Real Estate Transfer Tax". Please contact one of the following for forms and information:

City of Aspen Finance Department: 970-920-5043

[http://www.aspenpitkin.com/Departments/Finance-City-of-Aspen/Real-Estate-Transfer-Tax-\(RETT\)/](http://www.aspenpitkin.com/Departments/Finance-City-of-Aspen/Real-Estate-Transfer-Tax-(RETT)/)

Town of Snowmass Village Clerk's Office: 970-922-2271

<http://co-snowmassvillage.civicplus.com/index.aspx?nid=299>

### Submitting a Document for Recording:

Documents may be dropped off at our office or sent by mail for recording. A return self-addressed stamped envelope is appreciated. We also accept eRecords from the following vendors.

CSC eRecording

866-652-0111

<http://www.erecording.com>

eRecording Partners

888-325-3365

<http://www.erecordingpartners.net>

Simplifile

800-460-5657

<https://simplifile.com>