

Utah Recording and Processing Standards	Number:	Processing - 1
	Version:	1
	Effective:	04/30/2023
	Pages:	6

1. Title

Title to Real Property Held in Trust.

2. Standard Procedure

2.1 Real Property Conveyed into a Trust: When real property is conveyed into a trust the document presented for recording must include the name of the trustee(s), the mailing address of the trustee(s), and the name and date of the trust, to be eligible for recording.

When a document is recorded, conveying real property into a trust, legal title is conveyed to the trustee(s) to be held in trust. The County Recorder's Office will reflect record title in the named trustee(s) identified in the originating document as trustee(s) of the named trust. Because of limitations in computer software and limited space on ownership maps, for the convenience of the county and those involved in the trust, the County Recorder's Office ownership plats may reflect the name of the trust only as a visual representation, in lieu of the name of the trustee or co-trustees, for the "owner" of the property that is held in trust. Likewise, the tax roll and index of the recorder's office may also reflect the name of the trust in first place, with a zero percent interest in the property.

2.1.1 Power of Attorney for Trustee: Generally, a trustee may not appoint an attorney-in-fact. However, in rare circumstances where the trust agreement specifically allows for the practice, and the appointment is specifically executed for the person as trustee, the power of attorney may sign out as the power of attorney agent for the trustee. A reference to the specific provision of the terms of the trust concerning the allowance of a power of attorney for the trustee must be cited in the Power of Attorney instrument.

2.2 Real Property Conveyed Out of a Trust: All trustees of record are required to sign out in accordance with subsection 2.2.1, vacate the trusteeship in accordance with subsection 2.2.2 or 2.2.3, or designate their authority in accordance with subsection 2.2.4, to fully convey title to the property held in trust. If the originating document conveying title to be held in trust did not identify the name of the trustee(s), a note with a reference to the specific provision of the trust agreement naming the person as trustee(s) must be included in the affidavit of successor trustee which replaces the original unknown trustee or the transfer document conveying title from that trustee(s).

2.2.1 Trustee(s) Directly Signing Out: When a trustee proceeds to directly sign out title to real property held in trust, they must identify themselves as a trustee of the trust and sign the document in their capacity as trustee of the trust. For example, if John C. Doe is a trustee, of the John C. Doe Living Trust dated December 12, 2012, then, when proceeding to sign out directly, he would have to identify himself as "*John C. Doe, trustee of the John C. Doe Living Trust dated December 12, 2012.*" This identification as trustee of the trust must appear in the grantor or declarant section of the document and in the signature block section of the document (See attached Exhibit A). The notary public could, but is not required to, acknowledge that the person signing the document did say that the signatory is a trustee of the trust and that the signatory was authorized to sign by the terms of the trust.

Utah Recording and Processing Standards

Number:	Processing - 1
Version:	1
Effective:	04/30/2023
Pages:	6

2.2.2 Vacancy in Trusteeship Without Appointment of Successor: When a vacancy in trusteeship occurs, as defined in Utah Code 75-7-704, and the title held by that trustee is not directly signed out by that trustee, the title held by that trustee is divested from that trustee by the terms of the trust agreement. When this situation occurs, the County Recorder's Office will require an affidavit, containing a declaration of the vacancy and of the fulfillment of the terms of the trust agreement, to be recorded in order to remove that trustee from record title. An affidavit evidencing the vacancy of a trustee must include:

- The name and date of the trust.
- The legal description of the real property affected.
- The name of the original trustee who is to be removed from record title.
- A declaration of the reason for their vacancy in trusteeship.
- A declaration that the terms of the trust agreement with regard to the vacancy have been satisfied. A reference to the specific provision of the trust agreement that governs the vacancy may be cited, but is not required.
- In the case when a vacancy in a trusteeship occurs because the trustee has passed away, a copy of the death certificate, or other document issued by a government agency as described in Utah Code 75-1-107, will be required to be recorded with the affidavit.

If one or more co-trustees remain in office, a vacancy in a trusteeship may not be required to be filled (75-7-703(2)). A vacancy in a trusteeship must be filled, under subsection 2.2.3 or by a court appointment, if the trust has no remaining trustees 75-7-704(2).

2.2.3 Appointment of Successor Trustee After Vacancy in Trusteeship: Pursuant to the terms of a trust agreement, a successor trustee may replace an original trustee. By the terms of the trust agreement, when a successor trustee is appointed, legal title is vested in that successor trustee equivalent to a trustee or co-trustee identified in the originating document. When this situation occurs, the County Recorder's Office will require an affidavit, containing a declaration of the vacancy, the appointment of successor trustee, and the fulfillment of the terms of the trust agreement, to be recorded in order to remove the previous trustee from, and add that successor trustee to record title. An affidavit evidencing the appointment of a successor trustee must include:

- The name and date of the trust.
- The legal description of the real property affected.
- The name of the original trustee who is being replaced on record title.
- A declaration of the reason for their vacancy in trusteeship.
- A declaration that the terms of the trust agreement with regard to the vacancy and the appointment of the successor trustee have been satisfied. A reference to the specific provision of the trust agreement that governs the vacancy and successor trustee may be cited, but is not required.
- In the case when a vacancy in a trusteeship occurs because the trustee has passed away, a copy of the death certificate, or other document issued by a government agency as described in Utah Code 75-1-107, will be required to be recorded with the affidavit.

Utah Recording and Processing Standards

Number:	Processing - 1
Version:	1
Effective:	04/30/2023
Pages:	6

- An acknowledgement that the successor trustee has assumed their rights and responsibilities under the terms of the trust.

2.2.4 Designation of Signatory: Generally, co-trustees on record title act together to conduct business regarding title to real property on behalf of the trust. However, in rare circumstances where the trust agreement specifically allows for the practice, a designation for a signatory to act independently may be made by the trust agreement or the trustee(s).

i. Designated by Trust Agreement: If the trust agreement allows the trustee(s) to sign independently from one another, then a single trustee may sign in behalf of the trust after an affidavit declaring the designation from the terms of the trust is recorded.

ii. Designation by Trustee(s): If the trust agreement allows, the trustee(s) may designate their authority to sign as an authorized signer on behalf of the trust, including with regard to title to real property held in trust. This designation must be executed by all of the co-trustees on record title.

When either of these situations occur, the County Recorder’s Office will require an affidavit, containing a declaration of the designation according to the terms of the trust agreement, to be recorded in order to allow the signatory to act with regard to record title. An affidavit evidencing the designation must include:

- The name and date of the trust.
- The legal description of the real property affected.
- The name of the record title trustee(s) who are designating their signatory authority.
- A declaration of the designation of their authority to a signatory.
- A declaration that the terms of the trust agreement with regard to the designation have been satisfied. A reference to the specific provision of the trust agreement that governs the designation may be cited, but is not required.

The designation of their signatory authority to a signatory does not remove any trustee(s) from record title or disqualify the record title trustee(s) from continuing to act together to conduct business regarding title to real property on behalf of the trust.

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	96%	04/30/2023
Utah Land Title Association Board	100%	04/10/2023

4. Supporting Information

4.1 Legal Title of Trust Property: A trust is a fiduciary relationship with respect to property in which property interest is held by one person(s) – the trustee(s), at the request of another – the settlor(s), for the benefit of a third party – the beneficiary(s). Based on those rules, upon creation of a trust, the grantor conveys title to trust property to the trustee and beneficiaries. The trustee holds legal title to the property and the beneficiaries hold equitable title. The Utah Supreme Court has stated that “The nature of a trust is such that the legal title of the property is held by the trustee.”

(*Estate of Flake*, 2003 UT 17, ¶ 11, 71 P.3d 589) Black’s Law Dictionary defines a trustee

Utah Recording and Processing Standards

Number:	Processing - 1
Version:	1
Effective:	04/30/2023
Pages:	6

as: “Someone who stands in a fiduciary or confidential relation to another; one who, *having legal title to property*, holds it in trust for the benefit of another and owes a fiduciary duty to that beneficiary.” Utah Code assigns specific powers to the trustee consistent with the definition that a trustee holds title to real property. In section 75-7-814(1)(h) specific powers of a trustee are identified consistent with one who holds title to real property. “a trustee may: with respect to interest in real property...subdivide or develop land, dedicate land to public use or grant public or private easements, and make or vacate plats and adjust boundaries.” Since the trustee holds legal title to the property, the property is always held in the trustee's name as trustee. This point is often confusing because many people believe that property should be held in the name of the trust. However, the trust itself is not a legal entity that can hold property. Instead, it is simply a name denoting the legal relationship between a trustee, and a beneficiary. When it is said that property is transferred to a trust, it is meant that property is transferred to the trustee to be held *in trust* according to the intent of the settlor and the agreement between the trustee and the beneficiary.

4.2 Designation of Trustee: A trust cannot be created without designating one or more persons as trustees of the trust (Utah Code 75-7-401). Per Utah Code 75-1-201(35) a ‘person’ as trustee means an individual or organization. Utah Code 75-1-201(32) further defines ‘organization’ as including a corporation, limited liability company, business trust, estate, trust, partnership, joint venture, association, government or governmental subdivision or agency, or any other legal or commercial entity. Thus, any of these entities may be named a person as trustee. Utah Code 75-7-816 defines that “when title to real property is granted to a person as trustee, the terms of the trust (the name of the trustee, the address of the trustee, and the name and date of the trust) may be given either in the deed of transfer; or in an instrument signed by the grantor and recorded in the same office as the grant to the trustee.” Since May of 2010 Utah Code has required that “the name of the trustee(s), the address of the trustee(s), and the name and date of the trust, shall be included on all record documents affecting real property to which the trust is a party in interest” (75-7-814(3)).

4.3 Terms of the Trust: The terms of a trust govern the administration of the trust. With very few exceptions, the terms of the trust govern over the default rules that are provided in code (75-7-105). The terms of the trust give the trustee their power to act as trustee and defines their administrative responsibilities. With the authority of terms of the trust a person named as trustee is a trustee and not just an individual. Utah Code requires that a trustee “shall administer the trust expeditiously and in good faith, in accordance with its terms and purposes and the interests of the beneficiaries...” (75-7-801) (75-7-105(2)(b)). “A trustee who acts in reasonable reliance on the terms of the trust as expressed in the trust instrument is not liable to a beneficiary for a breach of trust to the extent that the breach resulted from the reliance.” (75-7-1006) Similarly a county recorder who acts in reasonable reliance on a recorded document which declares that the

Utah Recording and Processing Standards

Number:	Processing - 1
Version:	1
Effective:	04/30/2023
Pages:	6

specific provision of the trust agreement have been satisfied, likely would not be liable for reflecting the associated change in record title, over those who have executed the document and declared that the terms of the trust have been satisfied (75-7-1013(6)). The terms of a trust are private, and the trustee owes a duty of confidentiality to the beneficiaries with respect to the terms of the trust. When terms of a trust are required for recording a document, a reference to the specific provision of the trust agreement is sufficient proof of the terms of the trust. An actual citation of the terms of the trust, or the trust agreement itself, may not be required to be placed on a document recorded into the public record.

4.4 Definition of Trust: Consistent with Utah Code 75-1-201(55) "Trust" in this standard "includes... any express trust, private or charitable, with additions thereto, wherever and however created. The term also includes a trust created or determined by judgment or decree under which the trust is to be administered in the manner of an express trust. The term excludes other constructive trusts, and it excludes resulting trusts, conservatorships, personal representatives, trust accounts as defined in Title 75, Chapter 6, Nonprobate Transfers, custodial arrangements pursuant to any Uniform Transfers To Minors Act, business trusts providing for certificates to be issued to beneficiaries, common trust funds, voting trusts, preneed funeral plans under Title 58, Chapter 9, Funeral Services Licensing Act, security arrangements, liquidation trusts, and trusts for the primary purpose of paying debts, dividends, interest, salaries, wages, profits, pensions, or employee benefits of any kind, and any arrangement under which a person is nominee or escrowee for another."

5. Related and Example Documents

The attached Exhibit A is an example document which shows a proper signing out by a trustee for title held in trust.

6. References

Utah Code 75-7.

Utah Supreme Court Case *Estate of Flake*, 2003 UT 17, ¶ 11, 71 P.3d 589.

Black' Law Dictionary, Eleventh Edition, pages 1817; 1825.

Utah Recording and Processing Standards	Number:	Processing - 1
	Version:	1
	Effective:	04/30/2023
	Pages:	6

Exhibit A

Ent 1999999 Bk 5000 Pg 1
 Date: 1-Dec-2019 03:05 PM Fee \$0.00
 SOMEONE - County, UT
 RECORDER , Rec. - Filed By AC
 For SOMEONE

MAIL TAX NOTICE TO:
John C. Doe
 999 North 9999 West
 Somewhere, Utah 99999

WARRANTY DEED

JOHN C. DOE, as trustee of the **JOHN C. DOE LIVING TRUST**, dated the 12th day of December, 2012,
 GRANTOR, of Some County, State of Utah,

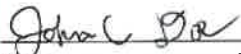
HEREBY GRANTS, CONVEYS, AND FOREVER WARRANTS TO

FRANK FOE,
 GRANTEE, of Some County, State of Utah,

FOR THE SUM OF TEN DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, THE FOLLOWING DESCRIBED TRACT OF LAND IN SOME COUNTY, STATE OF UTAH:

All of Lot 1, Somewhere Subdivision, according to the official plat of said subdivision recorded November 11, 2011 as Entry Number 9999999, Book 9999, and Page 9999, on file and of record in the office of the Recorder of Some County, Utah.
 Parcel 99-999-0001

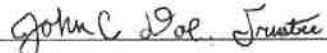
WITNESS, THE HAND OF SAID GRANTOR, THIS 15TH DAY OF MARCH, 2023.



 John C. Doe, Trustee of
 The John C. Doe Living Trust,
 Dated the 12th Day of December, 2012.

OR

**The John C. Doe Living Trust,
 dated December 12, 2012.**



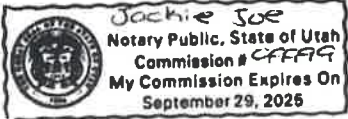
 By: John C. Doe, Trustee

STATE OF UTAH)
) ss.
 County of SOME

On the 15th day of March, in the year 2023, before me, Jackie Joe a notary public, personally appeared JOHN C. DOE, proved on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged he executed the same.
 Witness my hand and official seal.



 Notary Signature



Utah Recording and Processing Standards	Number:	Recording - 1
	Version:	1
	Effective:	04/30/2023
	Pages:	2

1. Title

Recording of Documents with Blended Notary Methods.

2. Standard Procedure

2.1 Acceptance of Documents with Blended Notary Methods: When a document with a blended notary method is presented for recording the County Recorder’s Office will accept the document for recording and processing in accordance with Utah Code 57-3-101 when one of the following methods is followed.

2.1.1 Wet Ink Signature and Notary Obtained First:

- Obtain the wet ink signature and properly notarize it.
- Convert into an electronic form to be uploaded to an approved RON technology platform.
- Obtain the RON signature and RON Notary
- Maintain the original electronic image as required by the electronic recording statute (do not print or re-scan)
- Record the fully-signed electronic document as per e-recording statutes

2.1.2 RON Signature and Notary Obtained First:

- Obtain the wet ink signature counterpart(s) and properly notarize it(them).
- Use the identical unsigned document in the RON to send to the signor. All counterpart signature documents must match EXACTLY.
- If there are more than one RON counterpart signatures to be obtained, add the word “COUNTERPART” to the upper right corner of page one on the second and any subsequent counterparts (do not show the word “COUNTERPART” on the first RON counterpart; this will become page one of the to be assembled document)
- Obtain the RON signature and notary on the unsigned counterpart document(s)
- Maintain the electronic original(s) of all RON counterpart signatures
- Stamp or add the word “COUNTERPART” on the first page of the wet signed document
- Wet ink stamp the original wet ink signed document(s) with the “Conversion” stamp as per statute
- “Convert” the wet ink signature counterpart into an electronic form as authorized and required by statute for e-recording purposes
- Assemble the document for recording, while maintaining all electronic “originals” in their electronic format one PDF document containing
 - The first RON counterpart document in its full length
 - The second and subsequent RON counterpart in its full length (if applicable) appended to the first
 - The converted wet ink counterpart(s) in their full length are appended last to the document.
- Record the fully-signed electronic document as per e-recording statutes

Utah Recording and Processing Standards	Number:	Recording - 1
	Version:	1
	Effective:	04/30/2023
	Pages:	2

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	96%	04/30/2023
Utah Land Title Association Board	100%	05/08/2023

4. References

Utah Code 46-4, 46-1, and 17-21A.

Utah Recording and Processing Standards	Number:	Processing - 3
	Version:	1
	Effective:	04/30/2023
	Pages:	4

1. Title

Name Discrepancies – Trusts: Recording of Documents with discrepancies between property Record Owner and the Grantor, Signature Line, and Notary Acknowledgement/Jurat.

2. Standard Procedure

2.1 All Trustees and the Name of Trust Match Exactly: When a document is presented for recording, the name(s) of the Trustee(s) and the name of the Trust should match exactly:

- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000 (Record Owner)
- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000 (Grantor)
- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000 (Signature Block)
- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000 (Notary Acknowledgment/Jurat)

Additional dates for amendments and/or restatements can be added to the Grantor, Signature Block, and Notary sections. For example:

- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000 (Record Owner)
- Jane Smith, Trustee of the Jane Smith Trust, dated Jan 1, 2000, amended and restated June 10, 2020 (Record Owner, Signature Block, Notary Acknowledgment/Jurat).

When the name(s) of the Trustee(s) and the name of the Trust cannot, or do not, match the Record Owner, the follow standards apply:

2.1.1 Grantor Line:

i. Name of the Trustee(s): If the name(s) of the Trustee(s) do not match the Trustee(s) of record, due to name change or error in a prior document, the correct/current name of the Trustee(s) signing must appear as the Grantor(s) of the document followed by clarifying language. For example, if Jane Smith is signing the document, but the Trustee of record is Jane Johnson, the following is acceptable in the Grantor section:

- “Jane Smith, f.k.a. Jane Johnson, Trustee...”
- or
- “Jane Smith, formerly known as Jane Johnson, Trustee...”

If Jane Smith is signing the document, and the Trustee of record erroneous shows as Jan Smith, the following is acceptable in the Grantor section:

- “Jane Smith, who acquired title as Jan Smith, Trustee...”,
- or
- “Jane Smith, who erroneously acquired title as Jan Smith, Trustee...”

ii. Name of the Trust: If the name of the Trust does not match the Trust of record, due to any change in the Trust Agreement or error in a prior document, the correct/current name of the Trust must appear as the Grantor(s) of the document followed by clarifying language. For example, if the name of the Trust is the Jane Smith Trust, dated Jan 1, 2000, but the Trust of record is Jane Smith

Utah Recording and Processing Standards

Number:	Processing - 3
Version:	1
Effective:	04/30/2023
Pages:	4

Family Trust, dated Jan 1, 2000, the following is acceptable in the Grantor section: "Jane Smith Family Trust, that acquired title as the Jane Smith Trust, dated Jan 1, 2000"

iii. Missing Date of Trust: If the Trust of record is missing the date of trust, and if the conveying document of record was recorded prior to May 11, 2010, the date of the Trust, and the date of the amendments and/or restatements shall be added to Grantor, Signature Blocks, and Notary Acknowledgment sections of the document (UCA 75-7-814(3)).

If the Trust of record is missing the date of trust, and if the conveying document of record was recorded after May 11, 2010, the conveying document shall be rejected. The record owner should remain in the name of the Grantor.

2.1.2 Signature Block: The name(s) of the Trustee(s) signing the document shall be typed or printed just beneath the signature on each document (UCA 17-21-25) and must match the Trustee(s) name(s) in the Grantor section. In the event the Grantor section contains "formerly known as", "also known as", or corrective language, the typed or printed name(s) beneath the signature must match the correct/current name(s) of the Trustee(s) as show in the Grantor section.

For example, if the Grantor line reads "Jane Smith, f.k.a. Jane Johnson, Trustee...", the name typed or printed only needs to show "Jane Smith, Trustee". The "f.k.a.", or "formerly known as" language is not needed. If the Grantor line reads "Jane Smith, who acquired title as Jan Smith, Trustee...", the name typed or printed only needs to show "Jane Smith, Trustee". The "who acquired title as" language is not needed.

The party(ies) executing the document do not need to sign exactly how the printed/typed name(s) appear.

2.1.3 Notary Acknowledgement/Jurat: The name of party(ies) signing the document must be typed/printed in the Notary Acknowledgement/Jurat section. The typed/printed name(s) should be the same names as the Record Owner(s), the Grantor(s), and the printed name(s) in the Signature Block. However, the typed/printed name(s) in the Notary Acknowledgement/Jurat section do not need to be the same as the Record Owner(s), Grantor(s), and printed/typed name(s) in the Signature Block. Notary Publics will often type/print the name(s) of the person(s) signing before them exactly as their names appear on their government issued ID's. For example, the following formats are acceptable:

- Jane Smith, Trustee... (Record Owner)
- Jane Smith, Trustee... (Grantor)
- Jane Smith, Trustee... (Signature Block)
- Jane Smith (Notary Acknowledgment/Jurat)
- or
- Jane Smith, Trustee... (Record Owner)
- Jane Smith, Trustee... (Grantor)
- Jane Smith, Trustee... (Signature Block)
- Jane Smith, a.k.a Jane Doe Smith (Notary Acknowledgment/Jurat)

Utah Recording and Processing Standards	Number:	Processing - 3
	Version:	1
	Effective:	04/30/2023
	Pages:	4

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	100%	04/30/2023
Utah Land Title Association Board	100%	05/08/2023

4. References

4.1 Specific Powers of Trustee(s): UCA 75-7-814(3) The trustee may exercise the powers set forth in this section and in the trust either in the name of the trust or in the name of the trustee as trustee, specifically including the right to take title, to encumber or convey assets, including real property, in the name of the trust. This Subsection (3) applies to a trustee's exercise of trust powers. After May 11, 2010, for recording purposes, the name of the trustee, the address of the trustee, and the name and date of the trust, shall be included on all recorded documents affecting real property to which the trust is a party in interest.

4.2 Names of Persons Signing to be Typed or Printed on Instruments

Presented for Recording: UCA 17-21-25(1)(a) Each instrument presented to the county recorder for recording shall have typed or printed on it the name of each person whose signature appears on the instrument whose name is required to be indexed. (b) The person's typed or printed name shall appear just beneath that person's signature. (2) The requirements of Subsection (1) do not affect the legality of the instrument to be recorded.

4.3 Utah Lieutenant Governor's Office Instructions to Utah Notaries: What to do if the signer's name on the document doesn't match the name on the ID?

- The signer can ask the agency issuing or receiving the document if it's OK to sign using an "also known as" or "AKA" signature.
- "(Name appearing on the ID), also known as (name appearing on the document)"
- "(Name appearing on the ID), AKA (name appearing on the document)"

4.4 Common Notarial Act – Acknowledgment:

- Ensures that a signer is who they say they are and are voluntarily signing the document.
- Common with documents concerning valuable assets (deeds, mortgages, trusts, etc.).
- Signer may sign document in front of notary, but this is not required.

Utah Recording and Processing Standards

Number:	Processing - 3
Version:	1
Effective:	04/30/2023
Pages:	4

Acknowledgment

State of Utah)

§

County of _____)

On this _____ day of _____, in the year 20____, before me, _____ a notary
date month year notary public name

public, personally appeared _____, proved on the basis of satisfactory
name of document signer

evidence to be the person(s) whose name(s) (is/are) subscribed to this instrument, and acknowledged

(he/she/they) executed the same.

Witness my hand and official seal.

(notary signature)

(seal)

4.5 Common Notarial Act – Jurat:

- Used for a signer to swear that the contents of a document are true.
- Most often performed on affidavits or depositions to be used in court.
- Signer must sign the document in front of the notary and take an oath or affirmation.

Jurat

State of Utah)

§

County of _____)

Subscribed and sworn to before me on this _____ of _____, in the year 20____, by
date month year

name of document signer

Witness my hand and official seal.

(notary signature)

(seal)

<h1>Utah Recording and Processing Standards</h1>	Number:	Processing - 2
	Version:	1
	Effective:	04/30/2023
	Pages:	4

1. Title

Name Discrepancies – Individuals: Recording of Documents with discrepancies between property Record Owner and the Grantor, Signature Line, and Notary Acknowledgement/Jurat.

2. Standard Procedure

2.1 All Names Match Exactly: When a document is presented for recording, the following name(s) should match exactly:

- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Smith (Notary Acknowledgment/Jurat)

When each name cannot, or does not, match the Record Owner, the follow standards apply:

2.1.1 Grantor Line: If the name of the party executing the document does not match the Record Owner, due to name change or error in a prior document, the correct/current name of the party(ies) signing must appear as the Grantor(s) of the document followed by clarifying language. For example, if Jane Smith is signing the document, but the Record Owner is Jane Johnson, the following is acceptable in the Grantor section:

- “Jane Smith, f.k.a. Jane Johnson”
- or
- “Jane Smith, formerly known as Jane Johnson”

If Jane Smith is signing the document, and the Record Owner erroneously shows as Jan Smith, the following is acceptable in the Grantor section:

- “Jane Smith, who acquired title as Jan Smith”
- or
- “Jane Smith, who erroneously acquired title as Jan Smith”

2.1.2 Signature Block: The name(s) of the party(ies) signing the document shall be typed or printed just beneath the signature on each document (Utah Code 17-21-25) and must match the name(s) in the Grantor section. In the event the Grantor section contains “formerly known as”, “also known as”, or corrective language, the typed or printed name(s) beneath the signature must match the correct/current name(s) as shown in the Grantor section.

For example, if the Grantor line reads “Jane Smith, f.k.a. Jane Johnson, Grantor”, the name typed or printed only needs to show “Jane Smith”. The “f.k.a.”, or “formerly known as” language is not needed in the signature block. If the Grantor line reads “Jane Smith, who acquired title as Jan Smith, Grantor”, the name typed or printed only needs to show “Jane Smith”. The “who acquired title as” language is not needed.

The party(ies) executing the document do not need to sign exactly how the printed/typed name(s) appear.

Utah Recording and Processing Standards	Number:	Processing - 2
	Version:	1
	Effective:	04/30/2023
	Pages:	4

2.1.3 Notary Acknowledgement/Jurat: When the name of party(ies) signing the document must be typed/printed by in the Notary Acknowledgement/Jurat section. The typed/printed name(s) should be the same names as the Record Owner(s), the Grantor(s), and the printed name(s) in the Signature Block. However, the typed/printed name(s) in the Notary Acknowledgement/Jurat section do not need to match exactly as the Record Owner(s), Grantor(s), and printed/typed name(s) in the Signature Block. Notary Publics will often type/print the name(s) of the person(s) signing before them exactly as their names appear on their government issued ID's. For example, the following formats are acceptable:

- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Doe Smith (Notary Acknowledgment/Jurat)
- or
- Jane Smith (Record Owner)
- Jane Smith (Grantor)
- Jane Smith (Signature Block)
- Jane Doe Smith a.k.a. Jane Smith (Notary Acknowledgment/Jurat)

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	100%	04/30/2023
Utah Land Title Association Board	100%	05/08/2023

4. References

4.1 Utah Lieutenant Governor's Office Instructions to Utah Notaries: What to do if the signer's name on the document doesn't match the name on the ID?

- The signer can ask the agency issuing or receiving the document if it's OK to sign using an "also known as" or "AKA" signature.
- "(Name appearing on the ID), also known as (name appearing on the document)"
- "(Name appearing on the ID), AKA (name appearing on the document)"

4.2 Common Notarial Act – Acknowledgment:

- Ensures that a signer is who they say they are and are voluntarily signing the document.
- Common with documents concerning valuable assets (deeds, mortgages, trusts, etc.).
- Signer may sign document in front of notary, but this is not required.

Utah Recording and Processing Standards

Number:	Processing - 2
Version:	1
Effective:	04/30/2023
Pages:	4

Acknowledgment

State of Utah)

§
County of _____)

On this _____ day of _____, In the year 20____, before me, _____ a notary
date month year notary public name

public, personally appeared _____, proved on the basis of satisfactory
name of document signer

evidence to be the person(s) whose name(s) (is/are) subscribed to this Instrument, and acknowledged
(he/she/they) executed the same.

Witness my hand and official seal.

(notary signature)

(seal)

4.2 Common Notarial Act – Jurat:

- Used for a signer to swear that the contents of a document are true.
- Most often performed on affidavits or depositions to be used in court.
- Signer must sign the document in front of the notary and take an oath or affirmation.

Jurat

State of Utah)

§
County of _____)

Subscribed and sworn to before me on this _____ of _____, in the year 20____, by
date month year

name of document signer

Witness my hand and official seal.

(notary signature)

(seal)

Utah Recording and Processing Standards	Number:	Processing - 4
	Version:	1
	Effective:	04/30/2023
	Pages:	4

1. Title

Name Discrepancies – Entities: Recording of Documents with discrepancies between property Record Owner and the Grantor, Signature Line, and Notary Acknowledgement/Jurat.

2. Standard Procedure

2.1 All Entity Names Match Exactly: When a document is presented for recording, the name of the Record Owner entity and the Grantor of the document should match exactly:

- Real Estate Investors Group, LLC (Record Owner)
- Real Estate Investors Group, LLC (Grantor)

The name of the entity, name(s) of the person(s) authorized to sign for the entity, and the person’s capacity, must appear in the Signature Block:

- Real Estate Investors Group, LLC

Jane Smith, Manager

or

-

Jane Smith, Manager of
Real Estate Investors Group, LLC

The name(s) of the person(s) authorized to sign for the entity appear in the Notary Acknowledgement.

When the entity name does not match the Record Owner, the follow standards apply:

2.1.1 Grantor Line:

i. Error in Entity Name: If the name of the entity on record does not match the entity name due to an error in a prior document, the correct/current name of the entity must appear as the Grantor of the document followed by clarifying language. For example, if the entity name is “Real Estate Investors Group, LLC, a Utah limited liability company”, but the record owner shows as “Real Estate Investor Group, LLC”, the following is acceptable in the Grantor section:

- “Real Estate Investors Group, LLC, a Utah limited liability company, that acquired title as Real Estate Investor Group, LLC”

Inconsistencies in punctuation in the name of the entity, such as commas, hyphens, and periods, do not invalidate the recording.

The inclusion or omission of the entity description, such as “a Utah limited liability company”, does not invalidate the recording.

ii. Entity Name Change/Merger/Acquisition/Conversion: If the name of the entity on record does not match the entity name due to a name change, merger, acquisition, or conversion, the current name of the entity and the entity name of record must appear together as the Grantor of the

<h1>Utah Recording and Processing Standards</h1>	Number:	Processing - 4
	Version:	1
	Effective:	04/30/2023
	Pages:	4

document followed by clarifying language. For example, if the current name of the entity is “Real Estate Investors Group, LLC, a Utah limited liability company, but entity of record is “Smith Investors, a Utah limited partnership”, the following is acceptable in the Grantor section:

- “Real Estate Investors Group, LLC, a Utah limited liability company, by merger of Smith Investors, a Utah limited partnership”
- “Real Estate Investors Group, LLC, a Utah limited liability company, by acquisition of Smith Investors, a Utah limited partnership”
- “Real Estate Investors Group, LLC, a Utah limited liability company, by conversion of Smith Investors, a Utah limited partnership”

2.1.2 Signature Block: The name of the entity, name(s) of the person(s) authorized to sign for the entity, and the person’s capacity, must appear in the Signature Block. The name(s) of the person(s) authorized to sign for the entity must be typed or printed just beneath the signature on each document (UCA 17-21-25). For example:

- Real Estate Investors Group, LLC

Jane Smith, Manager

or

-

Jane Smith, Manager of
Real Estate Investors Group, LLC

2.1.3 Notary Acknowledgement/Jurat: The name of person(s) signing the document must be typed/printed in the Notary Acknowledgement section. The acknowledgement language must include language indicating that the person(s) are signing on behalf of the entity. The typed/printed name(s) should be the same names as the printed name(s) in the Signature Block. However, the typed/printed name(s) in the Notary Acknowledgement section do not need to be the exact same as the printed/typed name(s) in the Signature Block. Notary Publics will often type/print the name(s) of the person(s) signing before them exactly as their names appear on their government issued ID’s. For example, the following formats are acceptable:

- Jane Smith, Manager (Signature Block)
- Jane Doe Smith (Notary Acknowledgment)
- Jane Doe Smith a.k.a. Jane Smith (Notary Acknowledgment)

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	100%	04/30/2023
Utah Land Title Association Board	100%	05/08/2023

Utah Recording and Processing Standards	Number:	Processing - 4
	Version:	1
	Effective:	04/30/2023
	Pages:	4

4. References

4.1 Names of Persons Signing to be Typed or Printed on Instruments

Presented for Recording: UCA 17-21-25(1)(a) Each instrument presented to the county recorder for recording shall have typed or printed on it the name of each person whose signature appears on the instrument whose name is required to be indexed. (b) The person's typed or printed name shall appear just beneath that person's signature. (2) The requirements of Subsection (1) do not affect the legality of the instrument to be recorded.

4.2 Utah Lieutenant Governor's Office Instructions to Utah Notaries: What to do if the signer's name on the document doesn't match the name on the ID?

- The signer can ask the agency issuing or receiving the document if it's OK to sign using an "also known as" or "AKA" signature.
- "(Name appearing on the ID), also known as (name appearing on the document)"
- "(Name appearing on the ID), AKA (name appearing on the document)"

4.3 Common Notarial Act – Acknowledgment:

- Ensures that a signer is who they say they are and are voluntarily signing the document.
- Common with documents concerning valuable assets (deeds, mortgages, trusts, etc.).
- Signer may sign document in front of notary, but this is not required.

Acknowledgment

State of Utah)

County of 5)

On this _____ day of _____, in the year 20____, before me, _____ a notary
date month year notary public name

public, personally appeared _____, proved on the basis of satisfactory
name of document signer

evidence to be the person(s) whose name(s) (s/are) subscribed to this instrument, and acknowledged

(he/she/they) executed the same.

Witness my hand and official seal.

(notary signature)

(seal)

4.4 Common Notarial Act – Jurat:

- Used for a signer to swear that the contents of a document are true.

Utah Recording and Processing Standards

Number:	Processing - 4
Version:	1
Effective:	04/30/2023
Pages:	4

- Most often performed on affidavits or depositions to be used in court.
- Signer must sign the document in front of the notary and take an oath or affirmation.

Jurat

State of Utah)

§

County of _____)

Subscribed and sworn to before me on this _____ of _____, in the year 20____, by
date month year

name of document signer

Witness my hand and official seal.

(notary signature)

(seal)