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| Utah Recording and Processing Standards | Number: | Example - 1 |
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1. Title

Visibility and Effect of Recorded Documents

1.1 The real estate community and the general public rely upon current and accurate information from the county and county Recorder pertaining to real estate. Title companies depend on up-to-date information in generating a “Commitment for Title Insurance” which is relied upon in many real estate transactions. A “gap” exists when recorded documents are not visible in the Recorder’s Tax ID index, or when the county’s other records are not updated to reflect any changes in ownership and/or Tax ID number necessitated by the recording of a given document. Problems arise when the “gap” becomes excessive.

The purpose of this Standard is to make uniform the terms used by county Recorders in sharing critical dates with title companies and other interested parties as it pertains to the county’s internal processing, abstracting, and updating functions subsequent to the recording of a document. It also sets benchmark maximum dates for individual counties to target in order to keep the records current and help to facilitate real estate transactions.

2. Standard Procedure

2.1 Dates to be posted: Indexing Date and Completed Date are the only two dates that should be publicly posted. The indexing date is the preferred and most useful date for title companies.

2.1.1 Indexing Date: This date is the date used to post on the website and in the office, showing that the names are indexed.

2.1.2 Completed Date: This date is the date to use when abstracting and name changes are made (if necessary), parcel splits including new Tax ID numbers (if necessary), and when all the recorders work is completed and the new ownership plats are updated.

3. Best practice:

3.1 Counties of the 1st & 2nd class. Counties of the first and second class should typically have indexing completed within 8 business days and 15 business days for the completed date.

3.2 Counties of the 3rd - 6th class. Counties of the third through sixth class should typically have indexing completed within 5 business days and 10 business days for the completed date.

3.3 Situations that may affect the gap:

3.3.1 Recorder’s office falls behind: Falling behind is usually because of a large project or an increased volume of recorded documents that causes the recorder’s office to fall behind. There may be times that falling behind is due to short staffing.

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- 3.3.2 Subdivisions: When an area is growing it is common for large subdivisions or multiple subdivisions to be submitted for recording and this may temporarily increase the completed gap.
- 3.3.3 Oil, Gas, and Mining document(s) holding back the date: A large document recorded may temporarily increase the indexing gap.

4. Approvals

| Group | Approval | Date |
|--------------------------------------|----------|------------|
| Utah Association of County Recorders | 83% | 12/18/2024 |
| Utah Land Title Association Board | | |
| Recorder Standards Board | | |