

LAND RECORD PROCESSING

The Town clerk's office records deeds, mortgages, liens, mobile home bills of sale, easements, decrees of distribution, VT property transfer tax returns and UCC (Uniform Commercial Code) fixture filing statements. The filing of UCC1's with the clerk is optional. However, they must be filed with the Secretary of State.

We also record complaints, foreclosures, judgment orders, mortgage discharges, mortgage assignments, releases and survey maps (11" x 17" & 18" x 24" only - 24" x 36" not accepted).

Documents can be mailed to us or hand delivered to our office. Please provide a cover letter indicating recording order if sending multiple documents. A self-addressed, stamped envelope is also required, or you will be informed when the documents may be picked up.

Upon receipt, documents are stamped with time and date received, scanned into the computer and indexed. The computer index is accessible to the public in our office. Indexed and scanned pages are proof-read for legibility prior to being returned. The turn around time for returning documents is 10 days to 2 weeks.

The clerk's staff do not do title searches. We can give names of businesses and individuals who will do title searches. Brattleboro does not charge for vault time, but we do charge \$1.00 per page with a \$2.00 minimum for land record copies.