

Town of East Greenwich

Land Evidence Recording Requirements

- Recordings are accepted from 8:30am until 4:00pm, Monday – Friday, except on legal holidays.
- All documents must be originals with original signatures or a certified copy.
- Documents may be subject to rejection if margins do not allow for stamping of recording details.
- Consideration on Deeds (Real Estate Conveyance Taxes)
 - All deeds must include the sale price of the property.
 - When there is a consideration, it is at a rate of \$4.60 per thousand for real property and \$2.80 per thousand for mobile/manufactured homes, rounded to the nearest \$500
 - When there is a consideration over \$800,000 on a non-commercial piece of property, an additional \$4.60 per thousand will be collected on any amount over \$800,000 and submitted to the State of Rhode Island’s Housing Production Fund (effective January 1, 2022).
 - When there is none, the deed must contain the following language: “Consideration is such that no documentary stamps are required.”
 - Grantors who transfer property located in more than one municipality, conveyance taxes must be allocated among the municipalities. If the Grantor presents the recorder of deeds with a certified appraisal by a licensed appraiser, setting forth the value of the specific property located in each municipality, then such figures shall be used in determining the conveyance tax. In the alternative, the tax for each municipality may be allocated in proportion to the assessed value of the real property in each municipality. NOTE: The total assessed value will likely be different from and less than the total consideration. The assessed values are used ONLY to determine the PERCENTAGE RATIO of value, and not the actual value, which is based on the consideration paid.
- Documents sent by mail must include a self-addressed stamped envelope to return documents. Checks should be made payable to the Town of East Greenwich.
- Plans, Maps and Surveys must be 24” x 36” format and submitted with (2) Mylars and (3) paper copies.
- Assignments & Discharges must reference:
 - Grantor/mortgagor
 - Original mortgage book and page
 - Property address

Employees are NOT permitted to give out ANY form of legal advice, legal forms or perform title searches.