

## Recording Standards/Requirements

Documents are examined only to verify that they meet Recording Requirements. Document examiners are **prohibited by law** from providing legal advice or assisting in document preparation; such assistance should be obtained from your legal or professional advisor. Most stationery stores do carry legal forms which may fit your situation and may be recorded if properly completed.

- **Form Standardization:** All documents must be in black ink on white paper and at least 8 ½" × 11", but no larger than 8 ½" × 14".
  - If any of the pages are larger or smaller than 8 ½" × 11", a penalty fee of \$3.00 is charged for each page in the document.
  - Any page over 8 ½" × 14" will not be accepted for recording.
- **Reservation of Space:** All documents must have at least a ½" margin on the two vertical sides; the right-hand 5" of the top 2 ½" shall be reserved for the recorder label. If the proper space has not been reserved for the Recorder's use, a cover page will be added and an additional \$3.00 will be charged.
- **Requesting Party & Return Address:** The left-hand 3 ½" of the top 2 ½" shall be used for the name of the party requesting recordation and the name and mailing address where the document is to be mailed after recording.
- **Legibility:** Documents must be legible and capable of reproducing a readable photographic record.
- **Document Titles:** All document titles must be identified on the first page, immediately below the space reserved for the recorder label (See Reservation of Space, above).
- **Legal Description & Recording References:** Documents referencing land must include a legal description. Recording references, if any, must be listed on the document.
- **Exhibits & Riders:** Exhibits and riders must be clearly marked as such and submitted with the respective document.
- **Signatures:** Document must contain original signatures or a certified copy of the original. Certified copies must be unaltered.
- **Names of Parties:** Names of the parties to be indexed must be legibly printed or typed near all signatures, and must be consistent throughout the document.
- **Notary Acknowledgment:** Documents affecting title to real property must be properly acknowledged.
- **Modifying or Releasing Interest:** Any document which modifies or releases a previously recorded document shall state the name of all parties affected or being released, as well as the recorder identification number or recorder's book and page of the document being modified or released.
- **Transferring Title to Real Property:** In addition to meeting all of the requirements listed above, documents transferring title must contain the assessor parcel number, the tax rate area of the property and a completed Documentary Transfer Tax declaration. To avoid penalty, a completed and signed Preliminary Change of Ownership form must accompany the document.