

↑
1 inch
↓

top of succeeding pages

AFTER RECORDING MAIL TO:

Name
Address
City/State

top of first page (3" from top of page)

RECORDING REQUIREMENTS

As of January 1, 1997 all documents presented for recording must meet standard formatting requirements on all pages as follows:

First Page Requirements:

- ◆ Margins: 3" Top, 1" Bottom & Sides
- ◆ Return to Address (can be inside top 3" margin if restricted to left side)
- ◆ Document Title(s)
- ◆ Reference Number(s) of document s being assigned or released
- ◆ Names of the Grantor(s) and Grantee(s) (with reference to pages where additional names can be found, if applicable)
- ◆ Abbreviated Legal Description with reference to the page number(s) where the complete legal may be found
- ◆ Assessor's Property Tax Parcel Number(s)

Additional Requirements:

- ◆ Margins: 1" Top, Bottom & Sides on all pages succeeding the first
- ◆ No Attachments on any pages (i.e. stapled notary seals, taped attachments)
- ◆ Page Size of no less than 8½" x 11" and no more than 8½" x 14"
- ◆ Page Color and Weight capable of producing a legible image
- ◆ Seals capable of being imaged (pressure seals must be smudged)
- ◆ Text size, color and clarity capable of producing legible image (text size 8 point or larger)

The following is a sample of an 8 point font:

Use this to determine if type size meets the minimum requirements.

Failure to meet these requirements will result in a document being refused for recording until it is submitted with the required standard formatting.

↑
1 inch
↓

← 1 inch →

← 1 inch →