

Recording Fee Schedule

*Standard Fee

\$7.00 per page

Non-Standard Fee

Standard Fee +\$10.00

1 Page =	\$7.00	+	\$10.00	=	\$17.00
2 Pages =	\$14.00	+	\$10.00	=	\$24.00
3 Pages =	\$21.00	+	\$10.00	=	\$31.00
4 Pages =	\$28.00	+	\$10.00	=	\$38.00
5 Pages =	\$35.00	+	\$10.00	=	\$45.00
6 Pages =	\$42.00	+	\$10.00	=	\$52.00
7 Pages =	\$49.00	+	\$10.00	=	\$59.00
8 Pages =	\$56.00	+	\$10.00	=	\$66.00
9 Pages =	\$63.00	+	\$10.00	=	\$73.00
10 Pages =	\$70.00	+	\$10.00	=	\$80.00
11 Pages =	\$77.00	+	\$10.00	=	\$87.00
12 Pages =	\$84.00	+	\$10.00	=	\$94.00
13 Pages =	\$91.00	+	\$10.00	=	\$101.00
14 Pages =	\$98.00	+	\$10.00	=	\$108.00
15 Pages =	\$105.00	+	\$10.00	=	\$115.00
16 Pages =	\$112.00	+	\$10.00	=	\$122.00
17 Pages =	\$119.00	+	\$10.00	=	\$129.00
18 Pages =	\$126.00	+	\$10.00	=	\$136.00
19 Pages =	\$133.00	+	\$10.00	=	\$143.00
20 Pages =	\$140.00	+	\$10.00	=	\$150.00
21 Pages =	\$147.00	+	\$10.00	=	\$157.00
22 Pages =	\$154.00	+	\$10.00	=	\$164.00
23 Pages =	\$161.00	+	\$10.00	=	\$171.00
24 Pages =	\$168.00	+	\$10.00	=	\$178.00
25 Pages =	\$175.00	+	\$10.00	=	\$185.00

*Standard Document Requirements

1. Margin requirements are: 3" at top of 1st page, at least 1" at top of all subsequent pages, 1" at bottom of each page, **at least ½"** on sides of each page. If an insignificant portion of the signature (such as the "tail-end" of the last letter) is in the margin the document will be standard. If a portion of the signature in the margin is a designation such as: Sr., Jr., II, III, POA or Attorney-In-Fact; these designations will be considered significant and cause the

2. returned in the margin in the **upper left-hand** corner of the 1st page of each document which may be legibly printed in ink or typed. The document is non-standard if no return address is included in the upper left-hand corner of the 1st page. Documents will be returned to the address written on the document --- **NO EXCEPTIONS! If the submitter would like the document sent to an alternate address, they MUST write it on the document BEFORE recording.**

3. Except for page numbers or **other administrative information or designations** all **margins must be clear** of all markings. The document standards committee has determined that other designations may be:
 - a. form numbers
 - b. form names
 - c. last date form updated
 - d. fax transmittal information
 - e. tribal information
 - f. Initials
 - g. Barcodes
 - h. order numbers
 - i. name of lending institution

4. The document must be legibly printed or typed in **blue or black ink** on white paper that is either 8 ½ x 11” or 8 ½ x 14” in size. **Addresses of grantees must be in blue or black ink when legibly printed in. A whole document legibly printed in blue or black ink, meeting all other document standards, is a standard document. A whole document that is written in cursive is non-standard.**

5. If a document conveys an interest in real property a legal description of the property must be provided. Documents that convey an interest in real property may include, but is not limited to, the following:
 - a. deeds
 - b. contracts for deed
 - c. reconveyances
 - d. deeds of trust/trust indentures/mortgages
 - e. easements
 - f. declarations of homestead
 - g. any document requiring an RTC

Note: A street address is not a legal description of the property, nor is a deed reference. The full metes and bounds description; subdivision with lot number or certificate of survey number must be included on the document.

Substitutions of Trustee do not need a legal description, just a reference to a previously recorded document.

6. Provide the names of the parties to the conveyance on the 1st or 2nd page of any document with more than one page.

An acknowledgment by a notary is exempt from the color and margin requirements of this section. The notary seal must be legible.

An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section. Government documents include Department of Transportation documents and Declaration of Intent to Declare a Mobile Home real property. These documents will always be considered standard.

A document which includes highlighting is a non-standard document. Be sure to put in the note field of your program that the document contained highlights which may not show up on the scanned image and microfilm.