



STONE COUNTY

RECORDER OF DEEDS

Fee Schedule Effective Date Sept 1, 2003

<u>Real Estate</u>	<u>Standard</u>
First Page	\$24.00
For Each Additional Page Thereafter (Page Defined As 8" x 11" Inches)	\$3.00

EVERY DOCUMENT (EXCEPT PLATS AND SURVEYS) CONTAINING ANY OF THE FOLLOWING ITEMS SHALL HAVE SUCH INFORMATION ON THE **FIRST PAGE** OF THE FIRST DOCUMENT **BELOW THE 3" MARGIN**:

1. **TITLE OF THE DOCUMENT**
2. **DATE OF THE DOCUMENT**
3. **ALL GRANTORS NAMES**
4. **ALL GRANTEES NAMES**
5. **ANY STATUTORY ADDRESS(S)**
6. **LEGAL DESCRIPTION OF THE PROPERTY**
7. **APPLICABLE REFERENCE BOOK AND PAGE IF REQUIRED**

REQUIREMENTS FOR DOCUMENTS TO BE RECORDED

The information listed below provides specific document-formatting requirements.

- Except for plats and surveys, documents must be presented on 8" x 11" white or light-colored paper of at least 20-pound weight without visible watermarks or other visible inclusions. Plats and surveys may be presented on alternative materials such as mylar or velum.
- Documents may consist of multiple pages which may be stapled together for presentation but should not be permanently bound. Continuous form paper will not be acceptable for multiple-page documents.
- Documents may not have attachments affixed to any page with staples, tape or otherwise, except that firmly attached adhesive labels containing a bar code or return address may be used. This requirement prohibits the practice of taping or stapling legal descriptions to deeds.

- The size of all print or typing must be at least 8-point type. Printing must be in black or dark ink. All texts, seals, drawings, signatures and other content must be sufficiently legible to produce clear and legible reproductions. If a document contains type smaller than 8-point, or if it is insufficiently legible, it must be accompanied by an exact, legible retyped copy using at least 8-point type to be recorded contemporaneously as additional pages of the document.
- Documents must have printing on one side only.
- Documents must have a minimum top margin of 3" on the first page only. This space is reserved for the Recorder's certification and use. A minimum side and bottom margin of 1" is also required and also at the top of subsequent pages. Nonessential information such as form numbers, page numbers or "customer notations" may be placed in the margins. Documents may be recorded if minor portions of seals or incidental writings extend beyond the margins, but the Recorder will not be liable for not showing any seal or information that extends beyond the margins of the permanent archival record. Also if a previously recorded document is to be re-recorded, a new cover page with a 3" top margin and containing the required first page information must be attached to the front of the document.
- All signatures must be in black or dark ink of sufficient color and clarity to ensure that when a document is reproduced from the official record, it will be readable. Each signature must have the corresponding name typed, printed or stamped underneath the signature, and the typed, printed or stamped name shall not cover or otherwise materially interfere with any part of the document.
- The following information must appear on the first page of the document below the minimum 3" top margin:
 - a) The title of the document;
 - b) The date of the document;
 - c) All grantors' names;
 - d) All grantees' names;
 - e) Any addresses required by statute;
 - f) The legal descriptions of the property, (It will be sufficient if the legal description begins on the first page, so long as it continues uninterrupted to the second page; and Reference book and pages to meet statutory requirements, if applicable.)
- If there is insufficient room on the first page of the document to include all of this information, the document must set out a page reference within the document where the information is located. Such as "Exhibit A," etc.
- If a document is rejected for failure to meet anyone or more of the foregoing requirements, the statute requires the Recorder to state the reasons for the rejections. A standard rejection form has been developed for use throughout the state. Recorders are allowed to charge \$25.00 for recording any nonconforming document.
- A fee of \$5.00 will be charged per additional item which releases or assigns more than one item.

- Documents exempt from the foregoing format requirements include:
 - 1) Documents signed before January 1, 2001;
 - 2) Military separation/discharge papers;
 - 3) Documents executed outside the United States;
 - 4) Certified copies of documents, including birth and death certificates;
 - 5) Any document where one of the original parties is deceased or otherwise incapacitated; (Recorders may require documentation of death or incapacity but that such documentation need not be recorded);
 - 6) Judgments or other documents formatted to meet court requirements, and;
- 7) New national UCC forms for fixture-filing purposes.