

## **Real Estate Recording Guide**

1. Prepare documents legibly according to the statutory requirements, or in the absence of statutes, according to the best practices, leaving sufficient blank space for recorder's stamp.
2. Properly title, date and execute the document including typed names and titles beneath all signatures. Make sure each name and signature is consistent throughout the document.
3. Properly witness and/or acknowledge all documents according to the law, including a complete, legible notary jurats.
4. Include the complete legal description of the property with all initial recordings and on subsequent recordings where required by statute.
5. Properly reference previously recorded documents when you submit subsequent related documents for recording. This may include document numbers, book & page number and recording dates.
6. Include the name and address of preparer and the return-to address for the document. Also, include your telephone number to call if there is a minor, correctable problem.
7. Identify schedules and exhibits clearly and number the pages so the jurisdiction can tell that they belong with the document.
8. Include the correct filing fee and use separate check for taxes.
9. Include a self-addressed stamped envelope to ensure return of the original document.
10. Check your work, especially for extra fees, to make sure your document is complete for recording in order to avoid rejection.