

**FEES & REQUIREMENTS FOR RECORDING DOCUMENTS
AS OF APRIL 30, 2007**

1. Unless accompanied by the appropriate fee required for non-standard documents, a standard document submitted for recording that conveys an interest in real property must:
 - (a) Be legibly printed or typed in at least 10-point typeface (Not including signature) and be on white paper of not less than 20# weight and be either 8 ½ by 11 or 8 ½ by 14.
 - (b) Provide names of parties to the conveyance on first or second page of any document with more than 1 page.
 - (c) Provide a legal description of the property.
 - (d) Except for page numbers or other designations: The documents should have a margin of 3 inches at top of the first page and a 1 inch margin at the top of the second page & any subsequent pages. Have at least 1/2 inch margin on both sides and a 1 inch margin on the bottom of all pages.
 - (e) Include name and mailing address of person to whom document is to be returned to in upper left-hand corner of first page.
2. Unless accompanied by the appropriate fee required for non-standard documents, all other standard documents submitted for recording must meet the requirements of 1 (a) (d) & (e)

NOTE: These documents would include power of attorney, mergers, change of names, affidavits, lis pendens, bills of sale, etc.
3. All documents acknowledged and/or executed prior to April 20, 2007 must be accepted for recording as standard documents.
4. Fees for standard documents are **\$7.00** per page.
5. Fees for non-standard documents are **\$11.00** per page for the first 5 pages and **\$7.00** for each subsequent page.