

Fees charged by the Clerk and Recorder's office include:

Recording- \$7.00 per page for standard documents

NEW 10/01/2011-Additional \$10.00 per document if non-standard

-(detail regarding Document Standards is included below)-

Filing- \$5.00 per document

(except initial UCC or lien filing which is \$7.00 because it includes the release)

Certification- \$2.00 for first page plus .25 for additional pages

Certificate of Survey- \$5.00 plus .50 for each lot created

(Two mylar copies are needed for the office)

Lien Search- \$7.00 with a written request. Any other search is .50 per year. (7-4-2631)

Vital Statistics (see application forms for eligibility requirements)

Birth Certificate- \$5.00 (certified copy)

Death Certificate- \$3.00 (certified copy)

Large (scanned) copies \$16.00 for first, \$8.00 for more of same scan

NEW- Document Standards Checklist

Documents presented for recording must include:

- A legal description to index against
(Street address is not acceptable. A deed reference is not acceptable EXCEPT in the case of a Substitution of Trustee)
- A notarized signature (Seal must be legible)
- Addresses for the grantor & grantee
- An Realty Transfer Certificate *if document conveys interest in real property*

To determine if document is standard (or non-standard), use this checklist.

Return information specifications:

- Address for returning *must be included* or non-standard
- Address for returning must be in *upper left hand corner* or non-standard
- Document will be returned to this address-no exceptions

Party names (Grantor-Grantee):

- Must appear *on the 1st or 2nd page* or non-standard

Type face must be:

- Typed or legibly printed- (we encourage printing if a form is used)
- An entire document done in cursive is non-standard, legible or not
- Blue or Black ink must be used, EXCEPT for the *notary* which is exempt
- On white paper (letter or legal size)

Margin requirements:

- Top of 1st page - 3"
- Top of all other pages - 1"
- Bottom of each - 1"
- Sides of each - 1/2" (at least)
- Notary block is exempt* from margin and color requirements

Other miscellaneous

- Any *highlighting* on the document makes it non-standard
- Margins must be *free of markings*, EXCEPT form name or numbers, revision date, fax transmittal info, tribal info, initials, barcodes, order numbers or name of lending institution

Court or other government documents (in-state or out-of-state)

- Must be officially certified
- Are always considered standard