

## Land Evidence Recording Requirements

- Recordings are accepted in the office from 8:30 until 4:00 Monday through Friday.
- All documents must be originals with original signatures or a certified copy
- A 2 x 2 inch space must be on the first page of the document and a 1 x 1 inch space must be on the last page
- When there is no consideration the deed must contain the following language “Consideration is such that no documentary stamps are required”
- When there is a consideration it is at a rate of \$4.00 per thousand, rounded to the nearest \$500.
- All deeds must include the sale price of the property.
- When sending documents by mail please include a self addressed stamped envelope to return the document to you.

## Assignments and Discharge of Mortgage

- Must reference the mortgagor in the document
- Must reference the original mortgage book and page
- Must reference the property address

The office is NOT permitted to give out ANY form of legal advice. It is recommended that you contact an attorney to assist you with any legal question that you may have. We do not supply any type of forms nor do we perform title searches.