

Document Recording Requirements

Paper - 8½ x 11 or 8½ x 14 on at least 20 pound weight.

Margins - Blank margin of 3 inches at the top of the first page and 1 inch at the top of subsequent pages. Blank margins of 1/2 inch on remaining sides of first page and on a subsequent pages.

Font size and legibility - The document presented shall be of sufficient legibility to produce a clear and legible reproduction of archival quality. A font size **no smaller than 10 point** with an equivalent of **Times New Roman** shall be considered legible. If a document is judged not to be of sufficient legibility, such document shall be accompanied by an exact copy thereof which shall be of sufficient legibility to produce a clear and legible reproduction and which shall be recorded contemporaneously with the document and shall be counted as additional pages.

The Register of Deeds may reject any document which is not of sufficient legibility.

All hand written signatures must be original wet signatures and typed or printed beneath.

All digital signatures need to be identified as such. Font requirements still apply.

A full complete legal description completely spelled out and described is required for all instruments that pertain to real estate.

Jurats are not acceptable for documents that affect real estate.

All documents must be titled, dated, signed and acknowledged with correct fees submitted.

Please provide **SASE** for return of original paper documents if possible.

All **deeds** are required to have a **Sales Validation Questionnaire** included or print the proper exemption on the face of the deed.

All affidavits of equitable interest are required to have a **Sales Validation Questionnaire**.

Re-Recording Documents

State on the face of the document the reason for re-recording;

Correct the error in the document

The document must be re-executed and re-acknowledged.

Re-recorded electronic documents should be mailed with the cover page that includes Register of Deeds label.

Affidavit of Document Re-File

For the purpose of correcting typographical errors **ONLY**, an affidavit of document re-file may be presented with the original document with appropriate fees. Depending upon the type of document being re-recorded, please add additional fees to your payment to cover the recording fee that includes the affidavit page.

Notary Requirements KSA 53-501

The notary must be dated and complete. The date should not be prior to execution date. The name of the signors set forth in the notary certification must match the signors name on the document. The type of authority, name of party on behalf of whom instrument was executed if applicable. Notary information and seal shall not cover any information in the document.