

TOP LEFT HALF  
RESERVED  
FOR THE COUNTY  
ENGINEER AND  
COUNTY AUDITOR

TOP RIGHT HALF  
RESERVED  
FOR THE  
COUNTY RECORDER

*3" margin at the top of the first page of each document*

*1 ½" margin at the top of each remaining page*

## **SAMPLE DOCUMENT FOR RECORDING**

### **HB 525 Standardization of Forms**

A new law becomes effective on July 1, 2009, which establishes format standards for documents recorded in the county recorder's office. With the exception of those documents listed below, an instrument shall have been prepared in accordance with all of the following requirements:

- Print size not smaller than a computer font size of ten
- Minimum paper size of 8 ½ inches by 11 inches
- Maximum paper size of 8 ½ inches by 14 inches
- Black or blue ink only
- No use of highlighting
- Margins of 1 inch width on each side of each page and on the bottom of each page
- A 3 inch margin of blank space across the top of the first page of each document to accommodate stamps of the county engineer, county auditor, or county recorder, with the right half of that margin being reserved for the county recorder
- A 1 ½ inch margin across the top of each of the remaining pages of the document

**The bill instructs the recorder to accept for recording an instrument which does not conform to these standards. However, an additional fee of \$20.00 for each non-conforming document shall be collected.**

#### **Exceptions to Recording Requirements**

The requirements described above do not apply to the following documents recorded with the county recorder:

- Any document that originates with any court or taxing authority
- Military discharges
- Plats
- Any document authorized to be recorded that originates from any state or federal agency
- Any document executed before July 1, 2009

*1"  
side  
margin*

*1"  
side  
margin*

*1" bottom margin*