

top of succeeding pages

AFTER RECORDING MAIL TO:

Name
Address
City/State

top of first page (3" from top of page)

RECORDING REQUIREMENTS

As of January 1, 1997, all documents presented for recording must meet standard formatting requirements on all pages required by RCW 65.04.045

First Page Requirements:

- ◆ A 3" margin at the top and a 1" margin on the sides and bottom
- ◆ Return address (this is only thing that can be within the 3" top margin, but not in the top 1" margin)
- ◆ Document Title
- ◆ Reference numbers (such as an Auditor File number) of documents assigned or released, if applicable
- ◆ Names of Grantor and Grantee with reference to page where additional names might be found
- ◆ Abbreviated Legal and reference to page where full legal is included if applicable
- ◆ Assessor's property tax parcel number

Additional Requirements:

- ◆ Margins: 1" Top, Bottom & Sides on all pages succeeding the first
- ◆ No Attachments on any pages (i.e. stapled notary seals, taped attachments)
- ◆ Page Size of no less than 8½" x 11" and no more than 8½" x 14"
- ◆ Page Color and Weight capable of producing a legible image
- ◆ Seals capable of being imaged (pressure seals must be smudged)
- ◆ Text size, color and clarity capable of producing legible image (text size 8 point or larger)

The following is a sample of an 8 point font:

Use this to determine if type size meets the minimum requirements.

Failure to meet these requirements will result in a document being refused for recording until it is submitted with the required standard formatting.

1 inch →

1 inch →