

DOCUMENT STANDARDIZATION GUIDE

(RCW 65.04.045,65.04.047)

The **first page** of all documents must have:

1. Three-inch (3) margin at the top and one-inch (1) margin on the sides and bottom
2. Return address (this is the only thing that can be within the 3-inch margin)
3. Document title or titles
4. Reference numbers of the documents assigned or released (if applicable)
5. Names of the grantors and grantees, with reference to pages where additional names can be found
6. Abbreviated legal description (section/township/range ¼ ¼ or lot/block/plat)
7. Assessors property tax parcel number or account number

A coversheet may be used to fulfill the three-inch (3) margin at the top of the first page, and/or indexing information requirements listed above, however, the requirements listed below must still be met or the document will be returned for non-compliance. One dollar (\$1.00) will be added to the fees for additional page when using a coversheet. The title on the coversheet must match the document exactly.

If using a coversheet for a multiple transaction document, please provide all indexing information for each title.

The second page and all succeeding pages must have a one-inch margin on top, bottom and both sides.

No attachments are allowed on the pages (nothing taped, stapled or glued)

Font size must be at least 8 point. (No smaller than this font size.)

The paper size can be no larger than 8½ X14.

The paper must be of a weight and color capable of producing legible images. Ink must be a color capable of being imaged.

All seals must be legible and capable of being imaged (pressure seals must be smudged).

Non-standard recording: There is a provision for recording documents that do not meet the formatting requirements. A \$50.00 fee is applicable if you choose this option. **It does not cover legibility.** See attached for complete requirements.

If your document has a legal description, it will need an assessor's parcel number. If you include a parcel number, you will need to include a legal description. You cannot have one without the other.

Documents, which will be recorded with a properly filled out cover sheet: Anything signed prior to January 1,1997, birth certificates, death certificates, certified copies of documents recorded or filed (court documents), judgments or other court documents formatted to meet court requirements, marriage certificates from out of country.

Documents, which are exempt from requirements and do not require a cover sheet: DD214s, IRS documents.

Common problems for document refusal: signature or initials in margin, missing parcel number, something other than return address in top three-inch margin, or one-inch margins are not one-inch.