

# Recording Requirements

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## Requirements pursuant to RCW's 65.04.45 & 65.04.47, effective January 1, 1997

**First page** of each document must have a **3-inch top margin** and a **1-inch side and bottom margins**. All **succeeding pages** must have a **1-inch margin on all sides of each page**.

- Documents that must be recorded immediately and do not meet margin and font size requirements may be recorded for an additional fee of \$50.00 per RCW 65.04. Both a fully prepared cover sheet and the enclosed non-standard recording request, signed by the document preparer, must be attached to each non-complying document. Regular per page charge of \$62.00 for the first page and \$1.00 for each additional page, including the cover sheet and statement, PLUS the \$50.00 fee, will be due on each document. Non-standard documents are **NOT EXEMPT** from the requirement that they be fully legible.

### **The first page of each document must contain the following information:**

- Return address in upper left-hand corner, within the top 3-inch margin.
- Document title - 3" down from top of page to title.
- Name of grantor and grantee, with reference to page where additional names are located.
- Abbreviated legal description, with reference to page where complete legal is located. Abbreviated legal for this purpose means either Quarter/Quarter & Section/Township/Range **OR** Plat name, lot number and/or block number
- Reference number(s) if referencing a previously recorded document.
- Assessor's tax parcel number must be on a line separate from other text, if the document contains a legal description.
- If required indexing information does not appear on the first page of the document, a cover sheet may be completed listing all of the necessary information. Fee to record will increase by **\$1.00** if cover sheet is attached.
- Paper size may not exceed 8 ½ "x 14" and no smaller than 8 ½ "x 11".
- Font size must be 8-point courier or larger and information on all pages must be legible and reproducible, including map pages.
- No attachments are permitted (i.e. staples/taped notary acknowledgment, legals, etc.)

Failure to meet these requirements of this statute will result in document(s) being returned without being recorded. Please call (360) 337-4935 if you have any questions.

You may access the complete text of RCW's on the Internet at [www.leg.wa.gov](http://www.leg.wa.gov)