

## **RECORDING REQUIREMENTS AND FEES**

### Requirements:

1. Must be an original document or certified copy.
2. Required to be Iredell County
3. Deeds & Deeds of trust must have a “prepared by” and proper legal description.
4. All Documents must be properly notarized (4 below)
5. Complies with Standard Form Requirements (5 below) - if not, must pay \$25.

### 4. Properly notarized requirements:

1. Must have a full notary acknowledgment.
2. Notary acknowledgement must be signed and match the name within the seal.  
If we cannot read signature, please ensure name is typed underneath.
3. Notary seal affixed. If this notary is located in a state that does not require a seal, you must state that within the acknowledgement.
4. Expiration date of notary or noted for life or length of appointment.

### 5. Standard Form Requirements:

1. Paper size 8 ½ x 11 or 8 ½ x 14
2. Margin- 3 inch blank margin top of 1<sup>st</sup> page and ½ inch on all other sides and pages.
3. Black print on white paper
4. Font size must be at least 9pt. **MUST BE LEGIBLE**
5. Pages- all pages must be single-sided
6. Document required to have a clear title.

**\*\$25 non-standard fee is charged if any of the 6 requirements are not met.\***

### 6. Recording fees:

Regular recordings- \$26 for up to 15 pages. Each additional page is \$4.

Deeds- \$26 for up to 15 pages. Each additional page is \$4.

D/T- \$64 for up to 64 pages. Each additional page is \$4.

Revenue stamps- \$1 for each \$500 exchanged. **(MUST round off to the nearest dollar)**

**E-Recordings must allow enough money to record**