

## REQUIREMENTS FOR RECORDING A DOCUMENT

The following are the requirements on what you need to bring with you and provide when recording a document with the Register of Deeds:

- Document must be an original, copies are not accepted.
- Document must be 8-point font or larger.
- Documents must be signed and notarized, to include notary seal and expiration date.
- All names must be typed or printed under signatures on all documents.
- If document pertains to land records, it must contain a complete legal description. Do not use tract information from tax statement or tax roll.
- When recording a deed or an affidavit of equitable interest, a Sales Validation Questionnaire must be included, or the exemption number plainly indicated on the document.
- Filing fees are required at the time of recording the document. (See fee schedule)
- To prevent an extra page fee, please allow a 2" x 3 1/4" empty space somewhere on the front page for recording purposes. If you are setting up a document, the top right-hand corner is appreciated.
- The document shall be of sufficient legibility to produce a clear and legible reproduction. The Register of Deeds may reject any document which is not of sufficient legibility as per Kansas Law.

PLEASE REMEMBER THE REGISTER OF DEEDS OFFICE IS A RECORDING OFFICE. WE DO NOT OFFER LEGAL ADVICE, PREPARE LEGAL DOCUMENTS OR PERFORM A COMPLETE SEARCH OF RECORD. A TITLE COMPANY OR ATTORNEY'S OFFICE CAN PROVIDE THESE SERVICES.